**Yale University *Office of Faculty Administrative Services***

**Professional Schools - Chart of required documents for faculty appointments, promotions, and reappointments**

***Note: Please submit all documents to*** [***faculty.admin@yale.edu***](mailto:faculty.admin@yale.edu) ***.***

**LADDER FACULTY (tenure or tenure-track faculty**)

**Primary or Fully Joint Appointments**

| **Rank** | **Initial Faculty Appointment** | **Reappointment** | **Promotion** |
| --- | --- | --- | --- |
| * Professor * Associate Professor with tenure * Associate Professor on Term | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee, Add Academic Appointment   * Fully executed offer letter * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV |
| * Assistant Professor | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV |
| * Lecturer Convertible | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | NOTE: Only allowed one single-year reappointment after the initial appointment:  **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment | No promotions |

**Secondary Appointments**

| Note: The term may be up to the end date of the primary appointment, but no longer than 5 years (including full professors). | | | |
| --- | --- | --- | --- |
| * Tenured * Non-Tenured | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Add Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * If a faculty member is promoted, the secondary appointment(s) should be changed at the same time. |

| **NON-LADDER FACULTY - TEACHING RANKS** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rank** | | | **Initial Faculty Appointment** | | | **Reappointment** | | | **Promotion** | | |
| * Professor Adjunct * Associate Professor Adjunct   **Maximum term length: 5 years** | | | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | | |
| * Assistant Professor Adjunct * Senior Lector 1 * Senior Lector 2 * Senior Lecturer | | | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | | |
| * Lector * Lecturer | | | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit) **Business Process**: Update Academic Appointment   * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | | |
| * Visiting Professor * Visiting Associate Professor * Visiting Assistant Professor | | | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | | | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit) **Business Process**: Update Academic Appointment   * Full CV | | | No Promotions | | |

| **NON-LADDER FACULTY - RESEARCH RANKS** | | | |
| --- | --- | --- | --- |
| **Rank** | **Initial Faculty Appointment** | **Reappointment** | **Promotion** |
| * Senior Research Scientist * Senior Research Scholar | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV |
| * Research Scientist * Research Scholar * Visiting Research Scientist | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV |
| * Associate Research Scientist * Associate Research Scholar | **Guide**: [Academic: Hire Faculty (Non-STARS)](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Create Requisition, Pre-Hire (if person is not already in the system), Hire Employee   * Fully executed offer letter * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit)  **Business Process**: Update Academic Appointment   * Full CV |

**NON-LADDER FACULTY – SECONDARY APPOINTMENTS**

| **Note: Secondary appointments are only granted to non-ladder faculty when (1) the faculty member is being compensated by the secondary department, or (2) the individual is being provided with a rank that differs from the primary rank, e.g. a researcher who is being provided with a lecturer appointment. If the individual is being given a teaching appointment (e.g., Lecturer) because he or she does not already have one, be sure to include the supporting documents that are required for the lecturer position.** | | | |
| --- | --- | --- | --- |
| **Rank** | **Initial Secondary Appointment** | **Reappointment** | **Promotion** |
| * All non-ladder ranks | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit) - **Business Process**: Add Academic Appointment   * Full CV | **Guide**: [Manage Academic Appointments](http://workday.yale.edu/training#overlay-context=training-resources/communications-toolkit) –  **Business Process**: Update Academic Appointment |  |