**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*** ***.***

**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
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 |
| * 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.
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| **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** |
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| **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  |  |