

Faculty of Arts and Sciences - Chart of required documents for faculty appointments, promotions, and reappointments

Please submit all documents **as one combined PDF** to faculty.admin@yale.edu, with email subject: **Effective Date (m/d/yy), Faculty Member Name as it appears in Workday, Transaction Type.**

LADDER FACULTY (tenured or tenure-track faculty) Primary or Fully Joint Appointments

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Professor ➤ Associate Professor with tenure ➤ Associate Professor on Term 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate 	<p>Only for Associate Professor on Term:</p> <p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office 	<p>Guide: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office
<ul style="list-style-type: none"> ➤ Assistant Professor 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Department Faculty Vote • Verification of PhD received from degree-granting institution • Full CV 	<p>Guide: Academic: Managing Appointments</p> <p>FASTAP 2007:</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office • Department Faculty Vote • Full CV <p>FASTAP 2016</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office 	<p>Guide: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Verification of PhD received from degree-granting institution • Full CV
<ul style="list-style-type: none"> ➤ Lecturer Convertible 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Full CV 	<p>NOTE: Only allowed one single-year reappointment after the initial appointment:</p> <p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter of evaluation from the Chair 	<p>No promotions</p>

Secondary Appointments (Ladder faculty)

<p>Special Notes:</p> <p>1) The term may only be up to the end date of the primary appointment, but no longer than 5 years (including full, tenured professors).</p> <p>2) You will need to obtain approval from the primary department or school prior to submitting this appointment in Workday.</p>			
<ul style="list-style-type: none"> ➤ Tenured ➤ Non-Tenured 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair Letter Reason for Appointment – completed by the chair of the secondary dept • Secondary Appointment Form • Department Faculty Vote from secondary department • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair Letter Reason for Reappointment – completed by the chair of the department in which the secondary appointment will reside • Secondary Appointment Form • Full CV 	<p>Guide: Academic: Managing Appointments</p> <p>If a faculty member is promoted in the primary appointment, the secondary appointment(s) should be changed at the same time.</p>

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NON-LADDER FACULTY - TEACHING RANKS
(Not tenured and not on the tenure-track)

Rank	Initial Faculty Appointment	Reappointment	Promotion
Multi-Year (2 or more years)			
<ul style="list-style-type: none"> ➤ Professor Adjunct ➤ Associate Professor Adjunct ➤ Assistant Professor Adjunct <p>Maximum term length: 5 years</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • If advertised: <ul style="list-style-type: none"> ○ Letter requesting recommendations ○ Copy of actual advertisement • Letters of recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Provide a sample of the letter requesting recommendations • 3 letters of recommendation • Department Faculty Vote • Full CV
<ul style="list-style-type: none"> ➤ Gibbs Assistant Professor 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean’s Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Department Faculty Vote • Verification of PhD received from degree-granting institution • Full CV 	No Reappointments	No Promotions

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NON-LADDER FACULTY - TEACHING RANKS (con't)

Note: All recommendation letters must be translated into English.

Rank	Initial Faculty Appointment	Reappointment	Promotion
Multi-Year (2 or more years)			
<ul style="list-style-type: none"> ➤ Senior Lector I ➤ Senior Lector II ➤ Senior Lecturer ➤ Senior Lecturer II <p>Maximum term for Senior Lector I is 3 years; maximum term for all others is 5 years.</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Provide a sample of the letter requesting recommendations • Letters of recommendation <ul style="list-style-type: none"> ○ Senior Lector I: 2 letters ○ Senior Lector II: 2 inside and 2 outside letters ○ Senior Lecturer: 3 letters ○ Senior Lecturer II: 4 letters • Department Faculty Vote • Full CV
<ul style="list-style-type: none"> ➤ Lector ➤ Lecturer <p>Maximum term length: 3 years.</p> <p>Note: Lectors can only hold this rank for a maximum of 6 years.</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Department Faculty Vote • Full CV 	No promotions

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NON-LADDER FACULTY - TEACHING RANKS (con't)

Note: All recommendation letters must be translated into English.

Single Year or less (one term or one year)

NOTE: For Physical and Biological Sciences departments, as well as Linguistics, Psychology, Statistics, and Engineering, the Non-Ladder Request Form may be used in lieu of the Chair letter for reason for appointment and FAS Dean Approval E-mail.

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Senior Lecturer ➤ Lecturer ➤ Lector 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • 2 Letters of Recommendation from outside Yale (if teaching experience has only been at Yale, letters from inside Yale will suffice), or 2 phone references using the Phone Reference Form • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Full CV 	No Promotions
<p>Visiting faculty appointments NOTE: Need approval letter from Home institution</p>			
<ul style="list-style-type: none"> ➤ Visiting Professor ➤ Visiting Associate Professor ➤ Visiting Assistant Professor 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Approval letter from home institution • Full CV 	<p>Guide: Academic: Managing Appointments Business Process: Update Academic Appointment</p> <ul style="list-style-type: none"> • Letter from FAS Dean's Office – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate • Approval letter from home institution • Full CV 	No Promotions

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NON-LADDER FACULTY - RESEARCH RANKS

Note: Prior to sending an offer letter, the transaction must be approved by the FAS Dean's Office.

If any of the following appointments include compensation, also include the [Faculty Compensation Approval Form](#).

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Research Professor (for emeritus faculty only) 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair letter of endorsement providing grant-related reason for appointment • If paid, include Fac Comp Approval Form 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair letter of endorsement providing grant-related reason for appointment • If paid, include Fac Comp Approval Form 	n/a
<ul style="list-style-type: none"> ➤ Senior Research Scientist ➤ Senior Research Scholar 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form. 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form. 	<p>Guides: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form.
<ul style="list-style-type: none"> ➤ Research Scientist ➤ Research Scholar ➤ Visiting Research Scientist 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Letter of Recommendations <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letter of Recommendations <ul style="list-style-type: none"> ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form 	<p>Guides: Academic: Managing Appointments and Change Job: In Track Promotion (Academic)</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letter of Recommendations <ul style="list-style-type: none"> ○ 2 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV • If paid, include Fac Comp Approval Form

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<ul style="list-style-type: none"> ➤ Associate Research Scientist ➤ Associate Research Scholar 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Letter of Recommendations <ul style="list-style-type: none"> ○ 1 letters from outside Yale ○ 1 letter from Principal Investigator • Full CV • If paid, include Fac Comp Approval Form 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letter of Recommendation from Principal Investigator • Full CV • If paid, include Fac Comp Approval Form 	<p>Guide: Academic: Managing Appointments and Change Job: Track Type Category (Academic)</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letter of Recommendation from Principal Investigator • Letter of Recommendations <ul style="list-style-type: none"> ○ 2 letters from outside Yale • Full CV • If paid, include Fac Comp Approval Form
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NON-LADDER FACULTY – SECONDARY APPOINTMENTS

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<p>Secondary appointments are only granted to non-ladder faculty when (1) the faculty member is being <u>compensated</u> by the secondary department, or (2) the individual is being provided with a teaching appointment in order to teach a course, such as an associate research scientist or a postdoctoral associate. If this is the case, be sure to include the documents listed below.</p>			
Rank	Initial Secondary Appointment	Reappointment	Promotion
<p>➤ All non-ladder teaching ranks</p>	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Secondary Appointment Form • If primary appointment <u>is</u> a teaching rank in FAS: <ul style="list-style-type: none"> ○ Provide all documents that are required for the rank as stated in the relevant section above for NON-LADDER FACULTY - TEACHING RANKS, pages 2-4. • If primary appointment <u>is not</u> a teaching rank in FAS: <ul style="list-style-type: none"> ○ Offer Letter – Signed by: FAS Dean or their designee, and Chair; countersigned by Candidate. If not available, include <ul style="list-style-type: none"> ▪ Letter from chair with reason for appointment and ▪ Faculty Comp Approval Form. 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Secondary Appointment Form • Provide all documents that are required for the rank as stated in the relevant reappointment section above for NON-LADDER FACULTY - TEACHING RANKS, pages 2-4. 	n/a
<p>➤ All research ranks</p>	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Secondary Appointment Form • If primary appointment is <u>not</u> researcher in FAS: <ul style="list-style-type: none"> ○ Provide all documents that are required for the rank as stated in the section above for NON-LADDER FACULTY - RESEARCH RANKS, page 5. • If primary appointment is researcher in FAS: <ul style="list-style-type: none"> ○ Chair letter of endorsement providing grant-related reason for appointment. ○ Faculty Comp Approval Form. 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Secondary Appointment Form • Provide all documents that are required for the rank as stated in the reappointment section above for NON-LADDER FACULTY - RESEARCH RANKS, page 5. 	n/a

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OTHER ACADEMIC and ACADEMIC AFFILIATES

Rank	Initial Faculty Appointment	Transition from Employee to Contingent Worker or Academic Affiliate	Transition to Employee from Contingent Worker or Academic Affiliate
Contingent Workers: ➤ Minors in the Lab ➤ Visiting Students in Research ~~~~~ ➤ Staff Affiliates (HHMI only)	Guide: Create Job Requisition: Academic Contingent Worker (Non-STARs) <ul style="list-style-type: none"> Letter of approval from EHS ~~~~~ Letter of request from chair 	Guides: Termination/Separation: Employee and Create Job Requisition: Academic Contingent Worker (Non-STARs) Business Processes: Terminate Employee and Contract Contingent Worker <ul style="list-style-type: none"> Justification letter with description of work 	Guides: Use the Hire Faculty Process to create the job requisition. Then, find the contingent worker's record in Workday, and from the Related Actions button select " Convert to Employee ". Refer to the relevant section above for the supporting documentation.
➤ Any Academic Affiliates	Guide: Create Job Requisition: Academic Contingent Worker (Non-STARs) <ul style="list-style-type: none"> Letter from FAS Dean's Office 	Guides: Termination/Separation: Employee and Create Job Requisition: Academic Contingent Worker (Non-STARs) Business Processes: Terminate Employee and Contract Contingent Worker <ul style="list-style-type: none"> Justification letter with description of work 	Guide: Use the Hire Faculty Process to create the job requisition. Then, follow the guide, Academic: Add Employee Status to Academic Affiliate . Refer to the relevant section above for the supporting documentation.

DEPARTURES – Resignations and retirements

Rank	If resigning or retiring before the scheduled end date
➤ Faculty	Guide: Termination/Separation: Employee (Academic) <ul style="list-style-type: none"> Letter of resignation
➤ Contingent Worked	Guide: Termination/Separation: Contingent Worker <ul style="list-style-type: none"> No paperwork needed

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