**YALE UNIVERSITY Office of Faculty Administrative Services**

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

*Please submit all documents to faculty.admin@yale.edu.*

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Professor</td>
<td>Guide: <strong>Hire Faculty Process</strong></td>
<td>No reappointments</td>
<td>Guide: <a href="#">Academic: Managing Appointments</a></td>
</tr>
<tr>
<td>➢ Associate Professor with tenure</td>
<td>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Associate Professor on Term</td>
<td>Guide: <strong>Hire Faculty Process</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Department Faculty Vote</td>
<td>• Verification of PhD received from degree-granting institution</td>
<td>• Letter of evaluation from Chair to candidate</td>
</tr>
<tr>
<td></td>
<td>• Verification of PhD received from degree-granting institution</td>
<td>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</td>
<td>• Full CV</td>
</tr>
<tr>
<td></td>
<td>• Full CV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</td>
<td>• Letter of evaluation from the Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Full CV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secondary Appointments (Ladder faculty)**

**Special Notes:**
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).
2. You will need to obtain approval from the primary department or school prior to submitting this appointment in Workday.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Tenured</td>
<td>Chair Letter Reason for Appointment – completed by the chair of the secondary dept</td>
<td>Chair Letter Reason for Reappointment – completed by the chair of the department in which the secondary appointment will reside</td>
<td>Chair Letter Reason for Promotion – completed by the chair of the department in which the secondary appointment will reside</td>
</tr>
<tr>
<td></td>
<td><a href="#">Secondary Appointment Form</a></td>
<td><a href="#">Secondary Appointment Form</a></td>
<td><a href="#">Secondary Appointment Form</a></td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote from secondary dept</td>
<td>Department Faculty Vote from secondary dept</td>
<td>Department Faculty Vote from secondary dept</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
<tr>
<td>➢ Non-Tenured</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit all supporting documents to **faculty.admin@yale.edu**.

January 2018
### NON-LADDER FACULTY - TEACHING RANKS

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multi-Year (2 or more years)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➤ Associate Professor Adjunct</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
</tr>
<tr>
<td>➤ Assistant Professor Adjunct</td>
<td>If advertised:</td>
<td>Chair letter of recommendation and reason for reappointment</td>
<td>Chair letter of recommendation and reason for appointment</td>
</tr>
<tr>
<td></td>
<td>1. Letter requesting recommendations</td>
<td>Department Faculty Vote</td>
<td>Provide a sample of the letter requesting recommendations</td>
</tr>
<tr>
<td></td>
<td>2. Copy of actual advertisement</td>
<td>Full CV</td>
<td>3 letters of recommendation</td>
</tr>
<tr>
<td></td>
<td>3. Letters of recommendation</td>
<td></td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td>4. 4 letters from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Maximum term length: 5 years    |                                                                      |                                                                               |                                                                          |
| Gibb Assistant Professor        | Guide: [Hire Faculty Process](#) | No Reappointments | No Promotions |
|                                | Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate |                                                               |                                                                          |
|                                | Department Faculty Vote |                                                               |                                                                          |
|                                | Verification of PhD received from degree-granting institution |                                                               |                                                                          |
|                                | Full CV |                                                               |                                                                          |
NON-LADDER FACULTY - TEACHING RANKS (con’t)

Note: All recommendation letters must be translated into English.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multi-Year (2 or more years)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Senior Lector II</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
</tr>
<tr>
<td>• Senior Lecturer</td>
<td>3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</td>
<td>Department Faculty Vote</td>
<td>Provide a sample of the letter requesting recommendations</td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote</td>
<td>Full CV</td>
<td>Letters of recommendation</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td></td>
<td>o Senior Lector I: 2 letters</td>
</tr>
<tr>
<td>Maximum term for Senior Lector I is 3 years; maximum term for all others is 5 years.</td>
<td></td>
<td></td>
<td>o Senior Lector II: 2 inside and 2 outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Senior Lecturer: 3 letters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full CV</td>
</tr>
<tr>
<td><strong>Lecturer</strong></td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
<td>Offer Letter – Signed by FAS Dean, Chair and Candidate</td>
</tr>
<tr>
<td>Maximum term length: 3 years.</td>
<td>3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</td>
<td>Department Faculty Vote</td>
<td>Provide a sample of the letter requesting recommendations</td>
</tr>
<tr>
<td>Note: Lectors can only hold this rank for a maximum of 6 years.</td>
<td>Department Faculty Vote</td>
<td>Full CV</td>
<td>Letters of recommendation</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td></td>
<td>o Senior Lector I: 2 letters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Senior Lector II: 2 inside and 2 outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Senior Lecturer: 3 letters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full CV</td>
</tr>
</tbody>
</table>

Please submit all supporting documents to faculty.admin@yale.edu.

January 2018
**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.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lecturer</td>
<td>Guide: <a href="#">Hire Faculty Process</a></td>
<td>Guide: <a href="#">Academic: Managing Appointments</a></td>
<td>No Promotions</td>
</tr>
<tr>
<td>Lecturer</td>
<td><strong>Business Process:</strong> Pre-Hire (if person is not already in the system), Create Job Requisition, Hire Employee, Add Academic Appointment</td>
<td><strong>Business Process:</strong> Update Academic Appointment</td>
<td></td>
</tr>
<tr>
<td>Lector</td>
<td>• Offer Letter – Signed by FAS Dean, Chair and Candidate. If not available, include the <a href="#">Faculty Compensation Approval Form</a></td>
<td>• Offer Letter – Signed by FAS Dean, Chair and Candidate. If not available, include the <a href="#">Faculty Compensation Approval Form</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 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 <a href="#">Phone Reference Form</a></td>
<td>• Full CV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Full CV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Visiting faculty appointments

**NOTE:** Need approval letter from Home institution

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Professor</td>
<td>Guide: <a href="#">Hire Faculty Process</a></td>
<td>Guide: <a href="#">Academic: Managing Appointments</a></td>
<td>No Promotions</td>
</tr>
<tr>
<td>Visiting Associate Professor</td>
<td><strong>Business Process:</strong> Pre-Hire (if person is not already in the system), Create Job Requisition, Hire Employee, Add Academic Appointment</td>
<td><strong>Business Process:</strong> Update Academic Appointment</td>
<td></td>
</tr>
<tr>
<td>Visiting Assistant Professor</td>
<td>• Offer Letter – Signed by FAS Dean, Chair and Candidate. If not available, include the <a href="#">Faculty Compensation Approval Form</a></td>
<td>• Offer Letter – Signed by FAS Dean, Chair and Candidate. If not available, include the <a href="#">Faculty Compensation Approval Form</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval letter from home institution</td>
<td>• Approval letter from home institution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Full CV</td>
<td>• Full CV</td>
<td></td>
</tr>
</tbody>
</table>

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

January 2018
**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.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chair letter of endorsement</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
</tr>
<tr>
<td></td>
<td>Letters of Recommendation</td>
<td>Chair letter of endorsement</td>
<td>Chair letter of endorsement</td>
</tr>
<tr>
<td></td>
<td>o 4 letters from outside Yale</td>
<td>Letters of Recommendation</td>
<td>Letters of Recommendation</td>
</tr>
<tr>
<td></td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
<tr>
<td></td>
<td>Chair letter of endorsement</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
</tr>
<tr>
<td></td>
<td>Letters of Recommendation</td>
<td>Chair letter of endorsement</td>
<td>Chair letter of endorsement</td>
</tr>
<tr>
<td></td>
<td>o 4 letters from outside Yale</td>
<td>Letters of Recommendation</td>
<td>Letters of Recommendation</td>
</tr>
<tr>
<td></td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
<tr>
<td>Research Scholar</td>
<td>Chair letter of endorsement</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
<td>Humanities departments only - Cognizant FAS Dean Approval</td>
</tr>
<tr>
<td>Visiting Research Scientist</td>
<td>Letters of Recommendation</td>
<td>Chair letter of endorsement</td>
<td>Chair letter of endorsement</td>
</tr>
<tr>
<td></td>
<td>o 4 letters from outside Yale</td>
<td>Letters of Recommendation</td>
<td>Letters of Recommendation</td>
</tr>
<tr>
<td></td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
<td>o 1 letter from Principal Investigator</td>
</tr>
<tr>
<td></td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
<td>Department Faculty Vote</td>
</tr>
<tr>
<td></td>
<td>Full CV</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
<tr>
<td>Associate Research Scholar</td>
<td>Chair letter of endorsement</td>
<td>Chair letter of endorsement</td>
<td>Chair letter of endorsement</td>
</tr>
<tr>
<td></td>
<td>Letter of Recommendation</td>
<td>Letter of Recommendation from Principal Investigator</td>
<td>Letter of Recommendation from Principal Investigator</td>
</tr>
<tr>
<td></td>
<td>o 1 letters from outside Yale</td>
<td>Full CV</td>
<td>Full CV</td>
</tr>
</tbody>
</table>
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 teaching appointment in order to teach a course. 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 additional documents listed below.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Secondary Appointment</th>
<th>Reappointment</th>
<th>Promotion</th>
</tr>
</thead>
</table>
| All non-ladder ranks  | Guide: [Academic: Managing Appointments](#)  
NOTE: If this is the first time that this person has been appointed as a lecturer, submit the supporting documents required for the lecturer position above.  
- Secondary Appointment Form  
- Offer Letter signed by FAS Dean, Chair and Candidate. If not available, include the [Faculty Compensation Approval Form](#) along with a letter from the chair of the secondary department providing reason for appointment.  
- Multi-year appointments only – Department Faculty Vote from secondary department  
- Full CV  
If being given a teaching appointment (e.g. Lecturer, etc.), also include:  
- 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](#) | Guide: [Academic: Managing Appointments](#)  
NOTE: If this person is being reappointed as a lecturer but his or her primary position is not as a lecturer, submit the supporting documents required for reappointing a lecturer position above.  
- Secondary Appointment Form  
- Chair Letter Reason for Appointment – completed by the chair of the department in which the secondary appointment will reside |———|

Please submit all supporting documents to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).
OTHER ACADEMIC and ACADEMIC AFFILIATES

<table>
<thead>
<tr>
<th>Rank</th>
<th>Initial Faculty Appointment</th>
<th>Transition from Employee to Contingent Worker or Academic Affiliate</th>
<th>Transition to Employee from Contingent Worker or Academic Affiliate</th>
</tr>
</thead>
</table>
| Contingent Workers:  
- Minors in the Lab  
- Visiting Students in Research  
- Staff Affiliates (HHMI only) | Guide: [Create Job Requisition: Academic Contingent Worker (Non-STARS)](link)  
- Letter of approval from EHS  
- Letter of request from chair | Guides: [Termination/Separation: Employee and Create Job Requisition: Academic Contingent Worker (Non-STARS)](link)  
**Business Processes:** Terminate Employee and Contract Contingent Worker  
- Justification letter with description of work | Guides: Use the [Hire Faculty Process](link) 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)](link)  
- Letter from FAS Dean’s Office | Guides: [Termination/Separation: Employee and Create Job Requisition: Academic Contingent Worker (Non-STARS)](link)  
**Business Processes:** Terminate Employee and Contract Contingent Worker  
- Justification letter with description of work | Guide: Use the [Hire Faculty Process](link) to create the job requisition. Then, follow the guide, [Academic: Add Employee Status to Academic Affiliate](link).  
Refer to the relevant section above for the supporting documentation. |

DEPARTURES – Resignations and retirements

<table>
<thead>
<tr>
<th>Rank</th>
<th>If resigning or retiring before the scheduled end date</th>
</tr>
</thead>
</table>
| Faculty | Guide: [Termination/Separation: Employee (Academic)](link)  
- Letter of resignation |
| Contingent Worked | Guide: [Termination/Separation: Contingent Worker](link)  
- No paperwork needed |

Please submit all supporting documents to faculty.admin@yale.edu.

January 2018