



Secondary Appointment Form

Rev. July 2026

This form collects approvals for a secondary appointment in an academic unit other than the candidate's primary appointment. The academic unit granting the secondary appointment is responsible for entering the appointment in Workday. If the candidate has a fully joint appointment, they must receive approval from both academic units. Please see the [OFAS Secondary Appointment Procedures](#) for more information. For questions, contact faculty.admin@yale.edu

Date Initiated	Proposed Candidate Name
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Primary Appointment

Skip this section if the proposed candidate is fully joint in two different academic units.

Primary Department/School Name	Rank in Primary Department/School
Start Date	End Date

Fully Joint Appointments (if applicable)

Only complete this section if the proposed candidate is fully joint in two academic units. Be sure to collect approvals from both departments in the final section.

First Fully Joint Department/School Name	Second Fully Joint Department/School Name	
Rank in Fully Joint Appointment	Start Date	End Date

Proposed Secondary Appointment

Secondary Department/School Name		Rank in Secondary Department/School
Start Date	End Date	Does this appt include compensation? ☐ Yes ☐ No If yes, please fill out the Faculty Compensation Form

Approvals

If the candidate has a fully joint appointment, approvals are required from both fully joint academic units and the Secondary academic unit. Otherwise, only Primary and Secondary are needed.

Signature of Primary/First Fully Joint Academic Unit Chair or Dean

Date

Signature of Second Fully Joint Unit Chair or Dean (if applicable)

Date

Signature of Secondary Academic Unit Chair or Dean

Date