

Secondary Appointment Form

The purpose of this form is for collecting approvals of a secondary appointment when the appointment is being made in a department other than the primary appointment. The academic appointment can only be entered by the academic unit granting the appointment. If this secondary includes compensation, send this form along with the **Faculty Compensation Approval Form** to the primary department. Only the primary department can enter the compensation; the primary cannot add academic appointments in other units.

Instructions:

1. Secondary department- Initiate appointment by obtaining secondary department chair's or dean's signature.
2. Secondary department- Forward signed form to primary chair, school dean, or manager for signature.
3. Primary department- Return signed form to secondary department.
4. a.) *If Secondary department is in FAS:* Follow instructions online at <https://fas.yale.edu/book/secondary-appointments>. b.) *If Secondary department is in SEAS:* Send form signed by both departments, as well as the faculty CV and the [department faculty vote form](#), to seas.facultyaffairs@yale.edu with a copy to the Assistant Dean for Faculty Affairs for final approval (Kristin Flower).
5. Secondary department- Enter into Workday. Sign and send signed form to faculty.admin@yale.edu. NOTE: If the faculty member is fully joint, you must obtain signatures of all chairs or school deans.

Date Initiated: _____
(mm/dd/yyyy)

Proposed Candidate's Name: _____

Primary/Fully Joint(FJ) Appointment

Primary/FJ Department(s): _____

Rank in Primary/FJ Department: _____

Term in Primary/FJ Department: Start Date _____ End Date _____
(mm/dd/yyyy) (mm/dd/yyyy)

Secondary Appointment

Secondary Department Name: _____

Rank in Secondary Department: _____

Term of Appointment: Start Date _____ End Date _____
(mm/dd/yyyy) (mm/dd/yyyy)

Note: This end date cannot extend beyond the end date of the primary appointment, and is limited to a maximum term of five years.

This appointment includes compensation:

Approvals

Signature of Secondary Chair or School Dean Date (mm/dd/yyyy)

Signature of Primary/FJ1 Chair, School Dean, or Manager Date (mm/dd/yyyy)

Signature of Primary/FJ2 Chair or School Dean Date (mm/dd/yyyy)