Yale

OFFICE FOR FACULTY ADMINISTRATIVE SERVICES
faculty.admin@yale.edu

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 department chair or dean for signature.
3. Primary department- Return signed form to secondary department.
4. Secondary department- Enter into Workday. Sign and send signed form to faculty.admin@yale.edu.

Date Initiated: _____
(mm/dd/yyyy)

Proposed Candidate's Name: _____

Primary Appointment

Primary Department Name: _____

Rank in Primary Department: _____

Term in Primary 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.

This appointment includes compensation: Compensation?

Approvals

_____ _____
Secondary Department Chair's or Dean's Signature Date (mm/dd/yyyy)

_____ _____
Primary Department Chair's or Dean's Signature Date (mm/dd/yyyy)

Verify and Save