

## 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. *If Secondary department is in FAS:* Please follow the instructions online at <https://fas.yale.edu/book/secondary-appointments>
5. 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, and is limited to a maximum term of five years.

This appointment includes compensation:

### Approvals

\_\_\_\_\_  
Signature of Secondary Chair, School Dean, or Manager Date (mm/dd/yyyy)

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