

*Yale School of Medicine*  
*Office of Academic and Professional Development*  
*Phone: 203-785-4670; Email: [faculty.affairs@yale.edu](mailto:faculty.affairs@yale.edu)*

**Request for Part-time Ladder Faculty Appointment**

Yale Faculty Handbook, Section III I.1 – Definition and Purpose

The primary purpose of allowing part-time appointments to the ladder ranks is to accommodate persons whose pressing personal or professional responsibilities cannot be adjusted to full-time appointments at the University. For positions with tenure (and in the School of Medicine, positions held on a continuing basis), part-time appointments are permitted only in exceptional circumstances and only for a limited period of time. The proportion of time designated in a part-time appointment applies to the full range of faculty responsibilities, including committee work and other administrative obligations.

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**Submit this completed form to:** [faculty.affairs@yale.edu](mailto:faculty.affairs@yale.edu)

Date:

Name:

Department:

Rank and Track:

Proposed start date of part-time appointment:

Expected duration of part-time status:

Proposed FTE:

Provide the reason for this request:

**Approvals:**

Section Chief, if applicable/Date

Department Chair/Date

YSM Deputy Dean for Academic Affairs/Date