September 2026

Yale School of Medicine

Office of Academic and Professional Development

Secondary Appointment Form

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 obtaining the signature of the secondary department Chair, forwarding this form to the primary department Chair for signature, and entering the appointment in Workday. If the candidate has a fully joint appointment, they must receive approval from both academic units. Submit completed signed form to faculty.affairs@yale.edu

Note: A secondary appointment/reappointment must not exceed the term in the primary dept. If the primary rank is Professor, the term of the secondary appointment as Professor may not exceed 5 years.

Date Initiated	Proposed Candidate Name

Primary Appointment

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

Primary Department	Rank in Primary Department
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	Second Fully Joint Department	
Rank in Fully Joint Appointment	Start Date	End Date

Proposed Secondary Appointment

Secondary Department		Rank in Secondary Department
Start Date	End Date	Graduate School Assignment? ☐ Yes ☐ No

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 Department Chair Date

_____ _____

Signature of Second Fully Joint Department Chair (if applicable) Date

_____ _____

Signature of Secondary Academic Department Chair Date