A&P Checklist: Documents for Clinical Track Faculty

Documents should be submitted to faculty.affairs@yale.edu

Instructor (Clinical)
The initial appointment requires a Request for Faculty Position (RFP). It does not require YSM A&P Committee review. Faculty Affairs approval in Workday requires:

- CV and Non-Yale CV Cover Template
- Signed Offer Letter

Reappointment requires only a Workday update.

Assistant Professor
The initial appointment requires a RFP and Clinical Faculty Search Questionnaire (CFSQ). A promotion from Instructor (Clinical) to Assistant Professor does not require a new RFP, but the position must be posted for 30 days on the University’s academic positions website via Interfolio and a CFSQ should be submitted to faculty.affairs@yale.edu. Appointment/promotion does not require YSM A&P Committee review. Faculty Affairs approval in Workday requires:

- Yale-format CV
- Three letters of recommendation
- Signed offer letter

Reappointment requires only a Workday update.

Associate Professor
The initial appointment requires a RFP, Clinical Faculty Search Questionnaire (CFSQ) and signed offer letter. Appointment/promotion requires the following materials for YSM Clinical Track A&P Committee review:

- Yale-format CV
- Clinical Track CV Part 2 - not required for new appointment
- Department Vote
- Referee List
- Referee letters (Minimum Required: 6 with at least 3 being arms-length) – solicited by the Chair
- Teaching Evaluations, if available
- Workday entry after approval by the Board of Permanent Officers (BPO) and Yale Corporation. Notification of approval will be given to the department by YSM Faculty Affairs.

Reappointment requires only a Workday update.

Professor
The initial appointment requires a RFP, Clinical Faculty Search Questionnaire (CFSQ), and signed offer letter. Appointment/promotion requires the following materials for YSM Senior A&P Committee review:

- Yale-format CV
- Clinical Track CV Part 2 – not required for new appointment
- Department Vote
- Referee List
- Referee letters (Minimum Required: 8 with at least 5 being arms-length) – solicited by the Dean
- Teaching Evaluations, if available
- Workday entry after approval by the Board of Permanent Officers (BPO) and Yale Corporation. Notification of approval will be given to the department by YSM Faculty Affairs.

Reappointment requires only a Workday update.

(March 2019)