A&P Checklist: Documents for Non-Ladder Faculty

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

Visiting Appointment
Does not require review by the YSM A&P Committee.
- CV and Non-Yale CV Cover Template
- Completed and signed Visiting Appointment Form
- Confirmation letter from home institution
- Appointment letter
- Workday entry
Reappointment requires signed Visiting Appointment Form and Workday update.

Assistant Professor Adjunct, Lecturer & Instructor [not Instructor (Clinical)]
Does not require review by the YSM A&P Committee.
- CV and Non-Yale CV Cover Template
- Appointment letter
- Workday entry
Reappointment requires only a Workday update.

Associate Professor Adjunct
The initial appointment/promotion requires YSM review and BPO approval.
- Yale-format CV
- Department Vote
- Chair’s Letter of Solicitation
- Referee List Template
- Referee Letters (Minimum Required: 2 – 1 arms-length and 1 non-arms-length)
- Up to five reprints
- Workday entry after approval by Board of Permanent Officers (BPO). Notification of approval will be given to department by YSM Faculty Affairs.
Reappointment requires only a Workday update.

Professor Adjunct
The initial appointment/promotion requires review by the YSM Senior A&P Committee.
- Yale-format CV
- Department Vote
- Chair’s Letter of Solicitation
- Referee List Template
- Referee Letters (Minimum Required: 4, with at least 2 being arms-length)
- Up to five reprints
- Workday entry after approval by Board of Permanent Officers (BPO). Notification of approval will be given to department by YSM Faculty Affairs.
Reappointment requires only a Workday update.

(Revised 2/2018)