

Yale School of Medicine
Office of Academic and Professional Development
Phone: 203-785-4670; Email: faculty.affairs@yale.edu

Secondary Appointment Form

Instructions:

1. Secondary department – Initiate appointment by obtaining secondary department chair’s signature.
2. Secondary department – Forward signed form to primary department chair for signature
3. Primary department – Return signed form to secondary department
4. Secondary department – Enter into Workday. Submit completed form to faculty.affairs@yale.edu

Date initiated:

Proposed Candidate’s Name:

Primary Appointment

Primary Department:

Rank in Primary Department:

Term in Primary Department:

Secondary Appointment

Secondary Department:

Rank in Secondary Department:

Term of Appointment:

Graduate School Assignment? Yes No

Approvals

Secondary Department Chair/Date:

Primary Department Chair/Date: