

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 or reappointment by obtaining secondary dept. chair’s signature.
2. Secondary department – Forward signed form to primary dept. chair for signature
3. Primary department – Obtain signature of primary dept. chair; then return signed form to secondary dept.
4. Secondary department – Enter into Workday. 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’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: