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

Request for Transfer of Track Within the Ladder Tracks

Submit this completed form and a current CV to: faculty.affairs@yale.edu**.**

Assistant Professor: *Transfer on the ladder tracks at this rank may be requested at any time.*

Associate Professor: *Transfer at this rank is not permitted within two years of the expiration of an appointment.*

Associate Professor, Academic Clinician Track: *Transfer to this rank and track from any track is permitted at any time during the current Associate Professor term.*

Associate Professor with term, Traditional Track: *Transfer to this rank is permitted only for faculty who have served at the ranks of Assistant Professor and Associate Professor for a total of fewer than eight years.*

A transfer start date should always be effective as of July 1. The term of the approved transfer will be consistent with the remaining time of the current term. If applicable, the department of the primary appointment should notify the secondary department about the transfer of track. Track changes should be processed in Workday.

Date:

Name:

Department:

Current Rank and Track:

Current Term (start and end dates):

Requested Rank and Track:

Proposed Term (start and end dates):

Reason for the Transfer: (Maximum characters – 500)

Please note: A transfer from the Academic Clinician Track to any other track requires documentation of scholarship potential, a mentoring plan outlined and endorsed by mentor, location of their activities, and a CV. If transferring to the Clinician Educator-Scholar Track, there must be confirmation that the faculty member will have protected time for scholarship. This type of transfer requires approval from the Provost's office.

<u>Approvals:</u>

Faculty Member/Date:

Section Chief (if applicable)/Date:

Department Chair/Date:

Deputy Dean for Academic Affairs/Date:

Date:Deputy Provost (applicable)/Date: