

## Faculty Appointment Process Teaching Track/Ladder Faculty

- Process for submitting BMS Profiles –

| Action   | Appointment Process Requirements  | Required Documentation  | Comments   |
|--|---|---|--|
| <b>1. Initial Appointment</b>                            | <ul style="list-style-type: none"> <li>• Slot for:               <ul style="list-style-type: none"> <li>- Professor</li> <li>- Tenured Associate Professor</li> </ul> </li> <li>• Approved RFP</li> <li>• Approved search</li> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Associate Professor</li> <li>- Professor</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Yale-Formatted CV</li> <li>• Signed offer letter</li> <li>• Letters of reference x3</li> <li>• Committee packet:*               <ul style="list-style-type: none"> <li>- Associate Professor</li> <li>- Professor</li> </ul> </li> </ul>               | <ul style="list-style-type: none"> <li>• Include approved RFP number in BMS profile notes</li> </ul>   |
| <b>2. Reappointment</b>                                  | <ul style="list-style-type: none"> <li>• BMS Profile for Assistant Professor</li> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Associate Professor</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Committee packet:*               <ul style="list-style-type: none"> <li>- Associate Professor</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Professors have appointments without terms</li> </ul>   |
| <b>3. Promotion to tenure and continuing appointment</b> | <ul style="list-style-type: none"> <li>• Slot for tenured and continuing appointments</li> <li>• Committee review</li> </ul>  | <ul style="list-style-type: none"> <li>• Committee packet*</li> </ul>   |  |
| <b>4. Promotion to term appointment</b>                  | <ul style="list-style-type: none"> <li>• Committee review</li> </ul>  | <ul style="list-style-type: none"> <li>• Committee packet*</li> </ul>   |  |
| <b>5. Secondary Appointment</b>                          | <ul style="list-style-type: none"> <li>• Committee review for:               <ul style="list-style-type: none"> <li>- Associate Professor</li> <li>- Professor's initial appointment</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Yale Format CV with reason for secondary appointment</li> <li>• Signed secondary appointment form</li> <li>• Committee packet:*               <ul style="list-style-type: none"> <li>- Associate Professor</li> <li>- Professor</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Committee packet and review needed for initial secondary appointment of Professor - not necessary for reappointments</li> </ul> |

\*Committee Packet to be submitted to Faculty Affairs Office – Yale-Format CV, Description of Activities, Teaching Evaluations, Faculty Vote, Department Chair's letter of solicitation, Referee Letters and Reprints.

# Faculty Appointment Process

## Voluntary Rank Faculty

**- Process for submitting BMS Profiles -**

| <b>Action</b>                           | <b>Appointment Process Requirements</b>   | <b>Required Documentation</b>   |
|---|---|---|
| <b>1. Initial Appointment</b>           | <ul style="list-style-type: none"> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Associate Clinical Professor</li> <li>- Professor</li> </ul> </li> </ul>          | <ul style="list-style-type: none"> <li>• Yale-Format CV</li> <li>• Committee packet:*               <ul style="list-style-type: none"> <li>- Associate Clinical Professor</li> <li>- Professor</li> </ul> </li> </ul>   |
| <b>2. Reappointment</b>                 | <ul style="list-style-type: none"> <li>• Only BMS profile.</li> </ul>   |   |
| <b>3. Promotion to term appointment</b> | <ul style="list-style-type: none"> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Associate Clinical Professor</li> <li>- Clinical Professor</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Committee packet:*               <ul style="list-style-type: none"> <li>- Associate Clinical Professor</li> <li>- Clinical Professor</li> </ul> </li> <li>• Yale-Format CV for Assistant Clinical Professor</li> </ul> |

\*Committee Packet to be submitted to Faculty Affairs Office – Yale-Format CV, Description of Activities, Teaching Evaluations, Faculty Vote, Department Chair’s letter of solicitation, Referee Letters and Reprints.

## Faculty Appointment Process Research Rank Faculty

### - Process for submitting BMS Profiles –

| Action                        | Appointment Process Requirements   | Required Documentation  |
|-------------------------------|--|---|
| <b>1. Initial Appointment</b> | <ul style="list-style-type: none"> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Research Scientist</li> <li>- Senior Research Scientist</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Yale-Format CV:               <ul style="list-style-type: none"> <li>- Associate Research Scientist</li> </ul> </li> <li>• Committee packet: *               <ul style="list-style-type: none"> <li>- Research Scientist</li> <li>- Senior Research Scientist</li> </ul> </li> </ul> |
| <b>2. Reappointment</b>       | <ul style="list-style-type: none"> <li>• Only BMS profile</li> </ul>   |   |
| <b>3. Promotion</b>           | <ul style="list-style-type: none"> <li>• Committee review:               <ul style="list-style-type: none"> <li>- Research Scientist</li> <li>- Senior Research Scientist</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Committee packet: *               <ul style="list-style-type: none"> <li>- Research Scientist</li> <li>- Senior Research Scientist</li> </ul> </li> </ul>  |

\*Committee Packet to be submitted to Faculty Affairs Office – Yale-Format CV, Description of Activities, Teaching Evaluations, Faculty Vote, Department Chair’s letter of solicitation, Referee Letters and Reprints.