

# Workday Concept: Academic Appointment



## What is an Academic Appointment?

- *An **Academic Appointment** is provided to individuals who are directly involved in the delivery of academic education, research and practice at Yale*
- *All current and historical Academic Appointment information will be loaded for **active Faculty and Postdocs***
- ***Faculty and Postdocs who terminated within the last five years** will have full Academic Appointment history loaded in Workday.*

## How do Academic Appointments work in Workday?



- *Workday provides three business processes to track academic appointments:*
  - *Add Appointment*
  - *Update Appointment*
  - *End Appointment*
- *Information detailed in an academic appointment includes **relevant dates, academic unit affiliation, rank, title and tenure status.***

# Workday Concept: Academic Appointment

*Attributes of an Academic Appointment include:*

- *Rank*
- *Track Types*
- *Academic Units (AU)*
  - *Academic Unit Types*
- *Academic Appointment Types*
  - *E.g., Primary, Secondary, Fully Joint, etc.*

---

## ***Academic Track Types***

---

*An Academic Appointment is tracked according to the track type. Yale will use seven Track Type Categories:*

**Ladder**

**Non Ladder-  
Teaching**

**Research**

**Professional  
Practice**

**Academic  
Administrative**

**Training**

**Academic  
Affiliate**