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**.

For additional information or questions about the Workday@Yale program, please visit the program website at [http://Workday.Yale.edu/](http://Workday.Yale.edu/) or email us at Workday@Yale.edu.
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

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