Workday Concept: Academic Appointment

What is an Academic Appointment?

- Academic Appointments are used to track a faculty members’ appointment at the institution
- All current and historical Academic Appointment information will be loaded for active Faculty and Postdocs
- Five (5) years of historical Academic Appointment information will be loaded for Faculty and Postdocs who no longer hold an Appointment at Yale

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/ or email us at Workday@Yale.edu.
Attributes of an Academic Appointment include:

- Rank
- Track Types
- Academic Units (AU)
  - Academic Unit Types
  - Academic Roles
- Academic Appointment Types

**Academic Track Types**

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

- Ladder
- Non Ladder-Teaching
- Research
- Academic Administrative
- Voluntary / Courtesy
- Training
- Retired
- Academic Affiliate

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