

*Yale School of Medicine*  
*Office of Academic and Professional Development*  
*Phone: 203-785-4670; Email: [faculty.affairs@yale.edu](mailto: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](mailto:faculty.affairs@yale.edu).**

**Assistant Professor:**

Transfer may be requested at any time up to the time of promotion to Associate Professor.

Note: Transfer from Academic Clinician (AC) or Clinician Educator-Scholar (CES) track to Clinician-Scientist (CS), Investigator, or Traditional tracks is not permitted when the faculty member has exceeded the time limits for those ranks (i.e., 6 years, unless there are approved extensions.)

**Associate Professor:**

Transfer to the AC track may be requested at any time

Transfer to the CES, CS, and Investigator tracks must be requested at least one year prior to the end of the current appointment.

Transfer to the Traditional track must be requested before 8 years of term appointments (plus any approved extensions) at the combined ranks of Assistant and Associate Professor.

Note: Transfer to CS, Investigator, or Traditional tracks is not permitted when the faculty member has exceeded any time limits for those tracks as either Assistant or Associate Professor, unless there are approved extensions.

**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 AC Track to any other ladder track requires documentation of scholarship potential, an attached mentoring plan outlined and endorsed by a mentor, and a location for these activities. This transfer will require approval from the Provost's Office.
- If transferring to the CES Track, there must be a statement in the Reasons box above confirming that the faculty member will have protected time for scholarship.
- Faculty requesting any track change acknowledge their review and understanding of Yale Faculty Handbook sections pertaining to their new track and differences in terms of appointment, performance expectations, and benefits.

**Approvals:**

Faculty Member/Date:

Section Chief (if applicable)/Date:

Department Chair/Date:

Deputy Dean for Academic Affairs/Date:

Deputy Provost (if applicable)/Date: