

Appointment Request Procedures for Councils & Programs

How to Submit an Appointment Request

All appointment requests must be submitted online through the submission portal. PDF forms and email submissions are not accepted.

Submission Portal: <http://yale-adm.force.com/MMDashboard>

For access questions, email macmillan.visiting.scholars@yale.edu.

New Appointments

- Log in to the portal using CAS and click the “**New Request**” button.
- Complete all required fields marked with a red asterisk (*).
- For questions about specific fields, contact OVEF staff at macmillan.visiting.scholars@yale.edu.
- **Appointment Titles:** Select the most appropriate category. OVEF staff will review and adjust if needed.
- **Research Focus:** Provide a brief one–two sentence description. This text appears directly in the appointment letter.
- **Teaching:** If applicable, include course titles and teaching term(s).
- **Attachments:** A CV is required for all appointment requests.

Secondary Appointments

Secondary appointments require confirmation from the Chair of the secondary department. Chair approval is not required at submission, but the formal appointment letter will not be issued until confirmation is received. Please attach the Chair’s email confirmation in the portal.

When submitting the form, include the cost center code for the secondary department.

Department	Workday Account Code
Anthropology	CC0532
East Asian Languages and Literatures	CC0553
Economics	CC0494
History	CC0558
History of Art	CC0559
Near Eastern Languages and Civilizations	CC0566
Political Science	CC0497
Religious Studies	CC0568
Slavic Languages and Literatures	CC0570
Women’s, Gender, and Sexuality Studies	CC0541

Updating or Changing a Scholar Submission

You may view the status of any submission from the portal home page. Once submitted, records cannot be edited directly.

To provide additional information or upload new documents, use the case comments section on the scholar request summary page and click “**Update Request**.”

Appointment Status Definitions

Status	Description
New	Submission received; no action taken by OVEF staff.
On Hold – Missing Information	Additional documentation or information required.
Under Review	OVEF staff reviewing submission and documents.
In Progress	Appointment letter is being drafted.
Approval Requested	Appointment sent for formal approvals.
Offer Extended	Formal appointment letter issued.
Onboarding	Hire paperwork is processed.
On Campus	Scholar has checked in and is on campus.
Closed	Appointment has ended.

Reappointments

All reappointments must be submitted as a **New Request** in the portal.

Postdoctoral Associate reappointments require an Annual IDP Report signed by both the faculty mentor and the postdoc. OVEF staff must receive this report to process the reappointment.