Letter to external referees for reappointment as Assistant Professor

Dear [Referee Name]:

Thank you for agreeing to act as a reviewer for the reappointment of Professor [Candidate Name] in the [SELECT ONE: Department/Program] of [Department/Program Name]. Professor [Candidate Name]’s materials may be accessed through Interfolio once you accept the request.

Our goal in conducting this review is to give guidance to candidates on their research, teaching, and service, and to help them assess their professional and intellectual direction as they look towards tenure review. Professor [Candidate Name] is in year [Clock Year] of [SELECT ONE: his/her/their] appointment as assistant professor. Please note that this may or may not correspond to calendar years since appointment or since the candidate’s PhD.

The standard and process for this reappointment is described as follows in our official policy:

* *“Reappointment as assistant professor (advanced) requires that the candidate demonstrate measurable progress towards the criteria for tenure in research, teaching, and service.”*
* *“The reappointment review will conclude with detailed feedback for the candidate outlining strengths, weaknesses, and opportunities for growth. This is not a pro forma review with expectations of an automatic pass; it is the occasion for substantive assessment of the candidate’s work to date.”*

To remind you, the evaluation we are requesting is different from a tenure review. However, we ask you to bear in mind the long-term goals set out by the tenure standard, which we include below for your reference. As you assess Professor [Candidate Name]’s progress, we would appreciate your thoughts on the following questions:

1. What are the candidate’s most creative and promising research questions and lines of inquiry, and how do these contribute to the field?
2. In what areas should the candidate seek to expand or develop their expertise or methods in the coming years?
3. Are there any significant flaws or limitations in the work that the candidate should address?

Please send us your letter by October 1, [Year], via the Interfolio online submission portal.

Thank you again for your willingness to provide your expertise at this important point in Professor [Candidate Name]’s career.

Cordially,

[Chair Name]

Chair, [SELECT ONE: Department/Program] of [Department/Program Name]

**Tenure standard:**

Under the revised tenure system in the Faculty of Arts and Sciences, review for promotion to associate professor with tenure is typically conducted in the 7th year of a faculty member’s tenure-track appointment. The standard is described as follows:

*“Tenure at Yale is awarded to scholars who stand among the foremost leaders in the world in a broad field of knowledge. It is reserved for candidates whose published work significantly extends the horizons of their discipline(s). A tenure appointment is a permanent, forward-looking commitment, and therefore requires evidence of an ongoing and ambitious research agenda.*

*“An assessment of candidates’ leadership is based on the impact, at the very highest levels, of their research and peer-reviewed scholarship. Excellent teaching and engaged University and professional citizenship within and beyond a department or program are also expected. Tenure at Yale may be awarded at the associate or full professor rank.*

*“Associate professors are expected to build upon the accomplishments that earned them their permanent appointments, so that within a reasonable period of time their body of work will merit their consideration for full professor.*

*“The title of full professor is earned by those individuals who have a body of distinguished achievements in their record of research, with a commensurate national and international reputation, and who (continue to) display the excellence in teaching and service that is expected of all tenured professors at Yale.”*

*Template updated 10/26/2020*