**Referee Instructions Letter for Promotion to Senior Lector II**

**in the Faculty of Arts and Sciences**

*The substantial responses of four referees will be sought to inform the qualifications of an internal candidate for promotion to Senior Lector II. These letters must be solicited and reviewed by the department review committee. A blend of internal and external referees should be chosen that reflects the locus and duration of the candidate’s teaching and other professional experience. Normally, two internal and two external referees will be appropriate, with internal referees best able to evaluate the candidate’s teaching, and external referees to evaluate the candidate’s leadership in the larger language teaching profession.*

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for agreeing to assist us in considering the promotion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the rank of Senior Lecturer in the [SELECT ONE: Department/Program] of [Department/Program Name] at Yale. The [SELECT ONE: department/program] faculty who will be voting on this case greatly appreciate your willingness to evaluate [SELECT ONE: his/her/their] qualifications for this promotion.

Senior Lector II is the highest rank a language teacher can achieve at Yale, and the standard for promotion is consequently rigorous. Promotion requires a superlative record of teaching; professional growth as evidenced by special achievements or innovation in support of the Department’s language teaching mission; and demonstrated capacity for leadership in the language teaching profession both within and outside the University.

[Mr./Ms./Dr.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s materials may be accessed through Interfolio once you accept the request. On behalf of us all, I thank you in advance for your assistance. It would be most helpful if we could have your confidential response by [Response Deadline]. There is no need for a hard copy; the electronic version is sufficient.

We thank you in advance for your kind assistance.

Sincerely,

XXXXX XXXXX

Chair, Department of XXXX

Last updated: 10/13/2023