**Email to Candidate Requesting Materials for Chair’s Reappointment Review of**

**Lector- or Lecturer-Track Faculty in the Faculty of Arts and Sciences**

[Date]

XXXXX XXXXX

Rank, Department of XXXXXX

Yale University

Dear XXXXX,

202X-2X is the penultimate year of your current appointment, and accordingly, FAS procedures require that the department undertake a Chair’s Reappointment Review of your performance if you wish to be considered for reappointment. If so, I ask that you upload to Interfolio the following materials:

* a statement indicating your interest in being reappointed and describing your professional accomplishments, activities, and goals
* a current copy of your curriculum vitae (CV)
* all syllabi from the past five years to which you have substantively contributed
* any additional materials you would like us to take into account

As you prepare these materials, I urge you to refer to the criteria for your current rank, available at [SELECT ONE: *if lecturer-track:* <https://fas.yale.edu/criteria-lecturer-track>*; if lector-track:* <https://fas.yale.edu/criteria-lector-track>], which will form the basis for assessment at each stage of the review.

In my role as Chair, I will oversee the review and will determine if classroom observations are necessary. There will be no review committee. I will review teaching evaluations, consult inside and outside the department as needed, and then I will meet with you to discuss your performance.

A few contingencies:

1. You may request to have a department faculty member *other than me* conduct the review. You would need to make this request in writing as soon as possible and not later than November 15. Please send it to fas.dean@yale.edu, with a copy to [SELECT ONE: *if lecturer-track in English or lector-track,* FAS Associate Dean Jason Zentz (jason.zentz@yale.edu); *if lecturer-track in the other humanities units*, FAS Sr. Associate Dean John Mangan (john.mangan@yale.edu)*; if lecturer-track in science or social science,* FAS Sr. Associate Dean Robert Burger (robert.burger@yale.edu) and FAS Assistant Dean Dorottya Noble (dorottya.noble@yale.edu)].
2. You have the option of requesting a Full Reappointment Review if you believe it would better serve you and the department. You would need to make this request in writing as soon as possible and not later than November 15. Please send it to fas.dean@yale.edu, with a copy to [SELECT ONE: *if lecturer-track in English or lector-track,* FAS Associate Dean Jason Zentz (jason.zentz@yale.edu); *if lecturer-track in the other humanities units*, FAS Sr. Associate Dean John Mangan (john.mangan@yale.edu)*; if lecturer-track in science or social science,* FAS Sr. Associate Dean Robert Burger (robert.burger@yale.edu) and FAS Assistant Dean Dorottya Noble (dorottya.noble@yale.edu)].
3. To conduct the review, I may designate another ladder faculty member or an instructional faculty member who holds a rank senior to yours.
4. If the Chair's Reappointment Review raises serious questions about your performance, I will recommend [, in consultation with the Language Program Director *if a language program,*] that you be reappointed for one additional year beyond your current term-end date. In doing so, I will, in addition to working with you to remediate the identified concerns, require a Full Reappointment Review in the academic year immediately following the completion of the Chair's Reappointment Review.

As in all such cases, my or my designee’s recommendation regarding your multiyear reappointment will be voted on at a meeting of department faculty. The department’s recommendation, in turn, will be forwarded to the Teaching Resource Advisory Committee (TRAC) and the FAS Dean’s Office for final disposition. In order to complete this process in a timely fashion, I ask that you submit your materials to me via Interfolio not later than XXXXXXXX, 202X.

If you have any questions about any aspect of this process, please do not hesitate to contact me.

Sincerely,

XXXXX XXXXX

Chair, Department of XXXX

cc: fas.dean@yale.edu

 *if lecturer-track in English or lector-track:* Jason Zentz, Associate Dean, Faculty of Arts and Sciences

 *if lecturer-track in the other humanities units:* John Mangan, Senior Associate Dean, Faculty of

 Arts and Sciences

 *if lecturer-track in science or social science:* Robert Burger, Senior Associate Dean, Faculty of Arts and

 Sciences

 *if lecturer-track in science or social science:* Dorottya Noble, Assistant Dean, Faculty of Arts and Sciences

Last updated: 10/13/2023