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

**in the Faculty of Arts and Sciences**

*The substantial responses of two referees will be sought to inform the qualifications of an internal candidate for promotion to Senior Lector I. 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. For example, one internal and one external referee might be chosen for a candidate whose teaching experience consists of three years outside Yale and three years at Yale; but two internal referees might be chosen for a candidate who has taught exclusively at Yale.*

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.

The standard for promotion to Senior Lector I at Yale University requires substantial language teaching experience with documented evidence of excellence; the capacity to carry out administrative or other departmental responsibilities such as directing or developing courses and materials, contributing to the training of language teachers, or serving on departmental committees; and evidence of professional growth and activity, either at Yale or nationally, in support of the Department’s language teaching mission.

[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