**Email to Candidate Requesting Materials for Full 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 Full 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.

I will appoint a committee to review you for reappointment. It will include ladder and instructional faculty. Other faculty from other departments may be included, and as appropriate, consulted regarding your extra-departmental activities. The review will include scheduled classroom observations and consideration of your teaching evaluations.

The review committee will submit its recommendation regarding your reappointment to me as Chair, which, as in all such cases, will be followed by a department vote on your reappointment. 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 a Senior Lector II, replace the preceding paragraph with this one:* The review committee will submit its recommendation regarding your reappointment to me as Chair, which, as in all such cases, will be followed by a department vote on your reappointment. The department’s recommendation, in turn, will be forwarded to the Language Study Committee for further review, and then 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