Letter soliciting materials from internal candidate for appointment to Professor in the Practice

*Modification of the submission deadlines or any other language in this template when preparing the letter for a candidate is not permitted without prior approval of the FAS Dean's Office (fas.dean@yale.edu).*

[Date]

[FirstName LastName]

[SELECT ONE: Department of/Program in][Dept/ProgName]

Yale University

Dear [Name],

You will soon be considered for [SELECT ONE: appointment at/promotion to] the rank of

Professor in the Practice, and university procedures require that the [SELECT ONE: department/program] undertake a thorough review of your work, including your teaching and service to the [SELECT ONE: department/program] and the university for the purpose of arriving at an informed recommendation. As I explained to you when we met, this process will begin by our soliciting formal evaluations of your work from outside experts in your field(s), which will help us to make a final judgment and recommendation.

To proceed with this process, I ask that you please provide me, as soon as possible but no later than [Date, selected in consultation with the divisional dean], with the following preliminary materials. These documents will be used solely to help guide me as I select [SELECT ONE: appointment/promotion] committee members and external referees or evaluators; they will not bepart of the dossier upon which your prospective [SELECT ONE: appointment/promotion] will be evaluated.

1. An updated detailed CV, professional resume, or biography to include the following:

* Degrees and/or other applicable educational background
* Academic appointments and/or relevant employment history
* Chronological lists of published, produced, performed, created, or other professional representations of your work
* If applicable, past and current (most important) grants and fellowships, including role (e.g., principal investigator), dates, and amount of funding and, in the case of collaborative grants, the portion allocated to your salary, research program, or project
* A chronological list of all the courses you have taught at Yale or elsewhere and their enrollments. For courses taught at Yale, administrative staff members in departments and programs can obtain summary reports with this information. Also include your contribution to the course (e.g., course director or co-director, number of lectures given, contact hours)
* A comprehensive list of additional teaching, advising, and other contributions at Yale or elsewhere (e.g., senior essays or other capstone projects; direction of student productions; formal and informal mentoring; organizing of academic and/or artistic/creative groups; advising of student organizations; service on departmental and university committees)
* A list of current and former students, indicating their current positions or professional accomplishments
* A list of any awards, prizes, or other special recognition received by you and by any of your current or former students
* A comprehensive list of your other professional service activities (selection committees, juries, editorial boards, boards of directors, conference or festival organizing, leadership in professional organizations, etc.)
1. A list of up to three (3) experts in your field(s) from whom we might consider soliciting an “arm’s-length” referee/evaluator letter (i.e., persons who were or are not teachers/mentors/advisors or others who have a close personal relationship with you)

**Note**: We understand that in some fields, traditional referee letters may not be a conventional form of professional evaluation. In such cases, published reviews or other forms of journalistic criticism, committee or jury reports with appropriate clearance, formal critiques, or other modes of field-specific critical evaluation are permitted.

For the dossier upon which the [SELECT ONE: appointment/promotion] will be evaluated, please submit the following final materials by [Date, selected in consultation with the divisional dean]:

1. An updated detailed CV, professional resume, or biography following the same specifications as (a) above
2. A statement of 250–500 words describing your most significant contributions, both formal and informal as reflected in, as applicable, departmental, university, and/or professional service and citizenship
3. A statement of 500–750 words describing your approach to teaching, advising, and mentoring
4. A statement of 750–1000 words describing published, produced, performed, created, or other professional representations of your work as well as your future plans
5. A set of three (3) to five (5) selected examples or excerpts of your work for referees/evaluators and the Tenure and Appointments Committee to review. These are usually published, produced, performed, created or other professional representations of work that should help the committee grasp the range and significance of your professional practice and output. An annotated cover sheet or list should be included that provides the source for each selection. Each citation should describe your specific contribution to the work and how it has advanced your field(s).

[Optional: In consultation with the divisional dean, include field- or department/program-specific guidance on volume and format of examples or excerpts of work.]

1. Any additional materials you would like us to consider as we proceed with the review

As you prepare these materials, it may be helpful to keep in mind the timing, process, and criteria for an FAS [SELECT ONE: appointment at/promotion to] the rank of Professor in the Practice.

* **[**INCLUDE AS APPROPRIATE: **Regarding a Fully Joint Appointment with a Professional School:** A fully joint appointment between the FAS and a professional school requires approval through the normal procedures of both the FAS and the professional school in which the appointment is proposed. The dean of the relevant professional school will provide further information.]
* **Timing:**Formal consideration for [SELECT ONE: appointment/promotion] to Professor in the Practice can happen at any time and requires the support of the [SELECT ONE: department/program] and the consent of the candidate.
* **Process:**
	+ The candidate submits preliminary materials for review (as specified above).
	+ The [SELECT ONE: department/program] determines whether, in its view, the candidate’s record meets the criteria for Professor in the Practice, provided below.
	+ The FAS Dean and the chair of the relevant divisional/area committee (Humanities, Social Sciences, Biological Sciences, or Physical Sciences & Engineering) work with the chair of the appointing [SELECT ONE: department/program] and [SELECT ONE: department/program] review committee to choose experts in the candidate’s field(s) to serve as external reviewers. (In cases of fully joint appointments, consultation is with both units.)
	+ The candidate submits final materials for review (as specified above).
	+ External reviewers receive copies of or access to these materials, and are instructed to assess whether the candidate *“hold[s] a national or international reputation for their innovative and transformational contributions to their practice, through creative work, professional leadership, practice-centered publications, or other demonstrations of significant accomplishment.”* Five letters from referees or other forms of evaluation are required; typically it is expected that at least two of the letters/evaluations must come from referees/evaluators who have not previously written for the candidate for an appointment or promotion at Yale. Ideally, all will hold an “arm’s-length” relation to the candidate (that is, will not have served as the candidate’s teacher, mentor, or research collaborator, and will not have a conflict of interest). The assessment of arm’s-length status and the final make-up of the referee/evaluator list will be determined in conversation between the chair and the divisional dean or area committee chair.
	+ [SELECT ONE: Department/Program] faculty review the file (including outside letters or other forms of evaluation) and vote on the [SELECT ONE: appointment/promotion.]
	+ If the [SELECT ONE: department/program] vote is positive, the chair presents the case to the relevant Tenure and Appointments Committee (TAC), which also reviews the work and outside letters/evaluations. The committee consists of the Dean of the FAS, six to ten faculty members from the candidate’s area of practice (Humanities, Social Sciences, Biological Sciences, or Physical Sciences & Engineering), one faculty representative from one of the other areas, and—for candidates from the Biological Sciences—the Dean of the Medical School, and—for candidates from the School of Engineering & Applied Science (SEAS)—the Dean of SEAS.
	+ If the TAC approves the case, the promotion moves on to a vote by the Fellows of the Yale Corporation.
* **Criteria:**

“Professors in the practice will be distinguished practitioners who demonstrate eminence in the field, sustained accomplishment, and sustained activity in their area of practice. They will hold national or international reputations for their innovative and transformational contributions to their practice, through creative work, professional leadership, practice-centered publications, or other demonstrations of significant accomplishment. Exceptional contributions as a practitioner are the basis of evaluation. This appointment is not intended for those whose field of practice is primarily that of teaching or pedagogy.” (*Faculty Handbook, IV.I)*

Terms will be up to five years, with the possibility of reappointment conditional upon a favorable review in the penultimate year in accordance with applicable policies and procedures.

If you have any questions about any of this, I hope you will not hesitate to ask. I and your other colleagues look forward to having the chance to engage with your work.

Cordially,

[Chair Name]

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

cc: Tamar Gendler, Dean of the Faculty of Arts and Sciences (fas.dean@yale.edu)

 Divisional Dean and/or Chair of Divisional / Area Advisory Committee

 Senior Associate Dean

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