**Referee Instructions Letter for Promotion to Senior Lecturer**

**in the Faculty of Arts and Sciences**

*The substantial responses of at least three referees will be sought to inform the qualifications of an internal candidate for promotion to Senior Lecturer. 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, two external referees and one internal referee might be chosen for a candidate whose teaching experience consists of six years outside Yale and three years at Yale; but three 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 Lecturer at Yale University requires substantial teaching experience (normally at least six years of full-time experience, at Yale or elsewhere) with documented evidence of excellence. Candidates normally will have earned the Ph.D. or its equivalent or another appropriate terminal degree. Candidates for promotion will have demonstrated evidence of professional growth and activity, either at Yale, nationally, or internationally, in support of the Department’s teaching mission. They may also have participated in directing or developing courses and materials, contributed to the training of teachers, and served on departmental committees.

[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