

FASTAP 2016

To: FAS Department and Program Chairs
Cc: FAS Non-Tenured Ladder Faculty on FASTAP 2016
FAS Chairs' Assistants and Operations Managers
FAS Deans and Staff
From: Tamar Gendler, Dean of the Faculty of Arts and Sciences
Date: 3 October 2019

Overview

write with details on procedures for leave applications for the 2020-21 academic year or 2021 calendar year for non-tenured ladder faculty governed by FASTAP 2016.

- Assistant professors governed by FASTAP 2016 who have not yet undergone their reappointment review are eligible for up to two semesters of initial Appointment Leave, typically to be taken during a single academic year during the second or third year of their initial appointments. (In the case of faculty whose work is laboratory-based, the faculty member may, with the approval of the department and FAS Dean, take one semester of their first leave during their first semester at Yale in order to set up their laboratory.)
- Assistant professors governed by FASTAP 2016 who have been reappointed in their rank are eligible for one or two semesters of Post-Reappointment Leave prior to their tenure review, typically to be taken during a single academic year during the fifth or sixth year on the tenure clock. The total number of semesters of leave taken prior to the tenure review (that is, initial Appointment Leave and Post-Reappointment Leave combined) cannot exceed three.
- At the request of the candidate, and with the permission of the department and the FAS Dean's office, pre-tenure one-semester leaves may be taken as full year half-time teaching.

Schedule

The schedule for submitting materials in support of requests for leaves prior to tenure review for the 2020-21 academic year or 2021 calendar year is as follows:

- (1) October 21, 2019: The assistant professor submits leave proposal to department. This proposal should be a five-page single-spaced (maximum) explanation of the project which describes how it will contribute to the candidate's growth as a researcher and teacher. The proposal should explain the significance of the project to the candidate's field of study, describe the methods to be used in undertaking the project, and articulate a plan

to achieve publication.

- (2) October 2019: The department chair appoints a departmental committee of permanent officers to evaluate proposals for leaves for non-tenured ladder faculty. The committee assesses each proposal's strengths, weaknesses, and feasibility, and then one or more of the committee members meets with the non-tenured ladder faculty member to provide mentoring feedback. The applicant revises the proposal as needed, based on committee input. The chair of the departmental committee then forwards a short report (typically less than one page) to the department chair detailing the committee's evaluation of the proposal and summarizing the discussion with the non-tenured ladder faculty member.
- (3) November 11, 2019: The department chair, on behalf of the department, submits ***as a single pdf per faculty member***, an electronic copies of the candidate's proposal, candidate's CV, departmental committee report, and chair's recommendation to fas.dean@yale.edu.
- (4) December 13, 2019: The FAS dean's Office notifies departments of decisions regarding leaves for non-tenured ladder faculty.

Additional information

Timing of nitial Appointment Leaves

Assistant professors should be encouraged to take nitial Appointment Leave when it best advances their research programs. Except in unusual circumstances, we recommend taking the leave in the second or third year. This schedule provides the faculty member an opportunity to become integrated into the department and University, and to develop a strong teaching record prior to the first review. We value high-quality teaching not only for its importance to our undergraduate and graduate students, but also because it enriches the scholarship of faculty members. n the sciences and engineering, where setting up a new laboratory may be time-consuming, assistant professors may wish to take one semester of the leave in their first semester at Yale for this purpose and take the remainder of their pre-tenure leave in a later year. Except in exceptional circumstances, a full-year leave should be taken over an academic rather than a calendar year, to allow the candidate to participate fully in the life of the University.

Timing of Post-Reappointment Leaves

Faculty members who wish to take their Post-Reappointment Leave in the first year following reappointment (typically this would be year five, the final year of the first assistant professor appointment) must apply for the leave during the same academic year as the reappointment review. n such cases, the approval of the application will be offered contingent upon successful

reappointment. Faculty members should not wait until the review is completed before applying for the Post-Reappointment Leave for the following year.

External funding

We encourage non-tenured ladder faculty members who are applying for leave also to apply for external fellowships at the same time. Winning an external award is, of course, beneficial for one's career, but even submitting such a proposal may raise a scholar's visibility among the senior scholars in the discipline serving on awards committees. If a member of the FAS faculty who has been granted a paid leave is also successful in obtaining from outside sources any portion of the salary that he or she is eligible to receive from Yale for the term of that leave, one half of the resulting salary savings to the University up to \$25,000 will be used to create an individual research account, which may be used for any legitimate research expenses.

Review process and mentoring

Implementation of these leave procedures requires the energy and cooperation of the tenured members of the FAS faculty, but we know that the permanent officers share our commitment to enhancing the scholarly productivity of our non-tenured colleagues.

The review and evaluation of proposals for leaves for assistant professors is an important component of a broader mentoring plan for non-tenured ladder faculty.

Faculty Handbook

Leave descriptions and policies are available in the Faculty Handbook online at <http://provost.yale.edu/faculty-handbook>, section XV, *Leaves of Absence: University-wide*, and section V.L, *Faculty of Arts and Sciences: Leaves*.

Please feel free to contact the FAS Dean's Office at fas.dean@yale.edu if you have questions or need additional information.