Letter requesting nominations for tenured search candidates

Dear Colleague,

The Department of [Department Name] at Yale University is beginning a search for a tenured position in [Subfield Name]. Because of your position in the field, we would be very grateful if you would help us identify outstanding candidates. We are interested in established senior scholars but also in "rising stars" at the Associate Professor level who have demonstrated a great deal of promise. Yale values diversity among its students, staff, and faculty and strongly welcomes nominations of women, persons with disabilities, protected veterans, and underrepresented minorities.

The criteria for a tenured position at Yale are listed at the end of this letter. In addition to your assessment of a nominee’s scholarly qualifications, we welcome any information you might have about the person’s qualities and promise as a teacher, colleague, and university or professional citizen.

I don’t want this to be a burden for you: a quick email list of names will suffice. We can also talk by phone if that is easier.

And if you would like to be a considered as a candidate, by all means let me know.

Thank you in advance for your help.

All the best,

[Chair Name]

Chair, Department of [Department Name]

# Tenure at Yale

*“Tenure at Yale is awarded to scholars who stand among the foremost leaders in the world in a broad field of knowledge. It is reserved for candidates whose published work significantly extends the horizons of their discipline(s). A tenure appointment is a permanent, forward-looking commitment, and therefore requires evidence of an ongoing and ambitious research agenda.*

*“An assessment of candidates’ leadership is based on the impact, at the very highest levels, of their research and peer-reviewed scholarship. Excellent teaching and engaged University and professional citizenship within and beyond a department or program are also expected. Tenure at Yale may be awarded at the associate or full professor rank.*

*“Associate professors are expected to build upon the accomplishments that earned them their permanent appointments, so that within a reasonable period of time their body of work will merit their consideration for full professor.*

*“The title of full professor is earned by those individuals who have a body of distinguished achievements in their record of research, with a commensurate national and international reputation, and who (continue to) display the excellence in teaching and service that is expected of all tenured professors at Yale.”*