Letter to external referees for promotion from Associate Professor with Tenure to full Professor

*The substantive responses of 3–5 referees who hold an “arm’s-length” relation to the candidate (and at least two of the letters must come from referees who have not previously written for the candidate for an appointment or promotion at Yale) will be sought to clarify the qualifications of the candidate for promotion from Associate Professor with Tenure at Yale to full Professor. The list of external referees must be approved the relevant divisional dean and the FAS Dean’s Office. These letters must be solicited and reviewed by the department or program prior to its making a recommendation to forward the case or not forward the case to the relevant Tenure and Appointments Committee.*

Dear [Referee Name]:

Thank you for agreeing to assist us in considering the promotion of Professor [Candidate Name] from the rank of Associate Professor with Tenure to full Professor in the [SELECT ONE: Department/Program] of [Department Name]. The [SELECT ONE: Department/Program] faculty who will be voting on this case greatly appreciate your willingness to evaluate [SELECT ONE: her/his/their] qualifications for this promotion.

Prof. [Candidate Name] already holds tenure at Yale; that status indicates that the candidate has been judged to

[for candidates who were granted tenure under FASTAP 2007 on or after July 1, 2008, but have opted or defaulted into FASTAP 2016 for their full professor review: *“stand in competition with the foremost leaders in their fields throughout the world.”*]

[for candidates who were granted tenure under FASTAP 2016 on or after July 1, 2017: “*stand among the foremost leaders in the world in a broad field of knowledge.”*]

Beyond this basic requirement for tenure, which Prof. [Candidate Name] has been judged to fulfill, the rank of full professor is described thus: “*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.”*

The [SELECT ONE: Department/Program] is seeking your assessment of Professor [Candidate Name]’s body of work and the degree to which [SELECT ONE: she meets/he meets/they meet] the criteria for full professor stated above. We also welcome any information you might have about [SELECT ONE: her/his/their] qualities and promise as a teacher, colleague, and university or professional citizen.

Professor [Candidate Name]’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.

In your letter, please begin by explaining how well and in what capacity you know the candidate.

Your letter will be kept in strict confidence, read only by the voting members of the [SELECT ONE: Department/Program], by full professors on the appropriate Tenure and Appointments Committees, and by the Faculty of Arts and Sciences Dean’s Office. Please keep in mind that these readers will include both experts and non-experts in the candidate’s field of research.

We thank you in advance for offering your wisdom and expertise in this evaluation.

Cordially,

[Chair Name]

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

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