Letter soliciting materials from internal candidate for reappointment 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],

202X-2X is the penultimate year of your current appointment as Professor in the Practice, and accordingly, FAS procedures require that the department undertake a review of your performance if you wish to be considered for reappointment. If so, I ask that you send to me:

* a letter indicating your interest in being renewed
* a description (not to exceed 500 words) of your professional accomplishments, activities, and goals over the term of your appointment
* an updated copy of your CV, professional resume, or biography
* any additional materials you would like us to take into account

Before the end of the fall semester, the relevant Tenure and Appointments Committee (TAC) will conduct a preliminary review of your dossier in Interfolio to consider whether a full review is necessary. If the TAC determines that a full review is not necessary, the committee will, based on their preliminary review, recommend reappointment. The case will then move on to a final vote by the Yale Corporation.

If the TAC determines that further review is warranted, the appropriate divisional dean will chair a review committee that would include me as department chair and another senior faculty member from another department from within the division. The committee will determine the process necessary to conduct the review, which could include the solicitation of up to three referee letters or evaluations from inside or outside the university as well as classroom observations. The committee will make a recommendation on reappointment to the FAS Dean before the end of the spring semester. If the FAS Dean decides to approve the reappointment following the full review, the case would move on to a vote by the Yale Corporation.

No department vote will take place either before or after the preliminary TAC review or, in the case of a full reappointment review, after an affirmative decision by the FAS Dean. In order to complete this process in a timely fashion, I ask that you submit your materials to me not later than XXXXXXXX, 202X.

If you have any questions about any aspect of this process, please do not hesitate to contact me.

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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