Email seeking external evaluation for initial appointment or promotion to Professor in the Practice

*Selection of letter/evaluation writers (external referees/evaluators) should be made in consultation with the Chair of the appropriate Area Committee and the FAS Dean. This email is to be sent to each prospective letter writer with the candidate’s CV, professional resume, or biography attached.*

Dear [Referee’s/Evaluator’s Name],

The [SELECT ONE: Department(s)/Program(s)] of \_\_\_\_\_\_\_ at Yale University [is/are] currently preparing to consider the [SELECT ONE: appointment/promotion] of [Professor] \_\_\_\_\_\_\_\_\_\_ [FOR PROMOTIONS: from the rank of] [Candidate’s current rank] to Professor in the Practice. We would be very grateful if you could help us in assessing [SELECT ONE: his/her/their] professional achievements and [SELECT ONE: his/her/their] impact on the field. Given your professional standing and expertise, a letter from you would be of great value not only to the professors of the [SELECT ONE: Department/Program] of ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_­­, but also to the Tenure and Appointments Committee, in the event that the department recommends [SELECT ONE: him/her/them] for [SELECT ONE: appointment/promotion]. The term of appointment would be for up to five years and is renewable conditional upon a favorable review in the penultimate year.

[If the referee has previously written a letter for appointment or promotion of the candidate at Yale, please include the following paragraph:]

Because you were involved with [Professor] \_\_\_\_\_\_\_\_’s [SELECT ONE: initial appointment/reappointment/promotion] assessment so recently, we would be glad to accept your assessment either in the form of an updated letter, or a short supplement to your earlier letter. Beyond your original assessment, we would ask that you 1) assess the work that [SELECT ONE: he has/she has/they have] produced since you last reviewed [SELECT ONE: his/her/their] case, and 2) compare [SELECT ONE: his/her/their] professional achievements to those of specific other practitioners working in the same field(s), whose names would be identified in our subsequent correspondence.]

At this point, I am asking only if you would be willing to undertake such an evaluation. I am attaching to this email a copy of [Professor] \_\_\_\_\_\_\_\_’s current [SLECT ONE: CV/professional resume/biography] for your information. If you can help us with your evaluation, I will send you a more formal letter via Interfolio in [specify approximate date or month] describing our [SELECT ONE: appointment/promotion] process and criteria. Along with that letter, I will include prepared statements from the candidate and copies of and/or links to [SELECT ONE: his/her/their] published, produced, performed, created, or other professional representations of work. (If you would like copies of any materials in advance of receiving the formal letter, please let me know.) If you agree to provide a letter, we would ask to receive it by \_\_\_\_\_\_\_.

On behalf of all my colleagues I would like to thank you very warmly for your invaluable help. Your response will be kept in close confidence.

Cordially,

[Chair Name]

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

cc: Tamar Gendler, Dean of the Faculty of Arts and Sciences (please use fas.dean@yale.edu)

Divisional Dean and/or Chair of Divisional / Area Advisory Committee

If appropriate, also Dean of SEAS

10/26/2020