Letter soliciting materials from internal candidate for promotion to Associate Professor on Term in the Biological Sciences

*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/Program] of [Dept/ProgName]

Yale University

Dear [Name],

[For candidates who will be reviewed during the penultimate year of their second term as Assistant Professor (i.e., on the normal schedule): Because you [SELECT ONE: will soon be entering/are in] the penultimate year of your second term as Assistant Professor, university procedures require that the [SELECT ONE: department/program] undertake a thorough review]

[For candidates who will be reviewed prior to the penultimate year of their second term as Assistant Professor (i.e., early): The [SELECT ONE: Department/Program] of [Dept/ProgName] would like to consider you for promotion to Associate Professor on Term. If you agree to be formally considered for promotion at this time, the [SELECT ONE: department/program] will undertake a thorough review (as required by university procedures)]

of your research, your teaching, and your service to the [SELECT ONE: department/program] and the university for the purpose of arriving at an informed recommendation concerning your promotion to the rank of Associate Professor on Term. As I explained to you when we met, this process will begin by our soliciting formal evaluations of your scholarship from outside experts in your field, which will help us to make a final judgment and recommendation.

To proceed with this process, I ask that you please provide me, as soon as possible but no later than [For Academic Year Timeline: April 1] [For Calendar Year Timeline: October 1], with the following preliminary materials. These documents will be used solely to help guide me as I select promotion committee members and external referees; they will not be part of the dossier upon which your promotion will be evaluated.

1. An updated detailed academic CV, to include the following:
	* Degrees and other applicable educational background
	* Academic appointment and relevant employment history
	* Chronological lists of academic publications and presentations, including appropriate bibliographic information
	* If applicable, past and current (most important) grants, including role on each grant (e.g., principal investigator), dates for each grant, amount of funding (for direct and/or indirect costs), and (in the case of collaborative grants) portion of funding allocated to your salary and research program at Yale
	* A chronological list of all the courses you have taught at Yale and their enrollments. Administrative staff members in departments and programs can obtain summary reports with this information. Also include contribution to the course (e.g., course director or co-director, number of lectures given, contact hours).
	* A comprehensive list of additional teaching, advising and other contributions at Yale (e.g., advising/evaluation of dissertations, qualifying exams, senior essays or projects; direction of student productions; formal and informal mentoring; organizing of academic reading groups; advising of student academic organizations; service on departmental and university committees)
	* A list of current and former trainees (e.g., supervised doctoral or postdoctoral students), indicating their current positions
	* A list of any awards, prizes, or other special recognition received by you and by any of your current or former trainees
	* A comprehensive list of your other professional service activities (editorial boards, conference organizing, leadership in professional organizations, etc.)
2. A list of up to three experts in your field from whom we might consider soliciting an “[arm’s-length](https://fas.yale.edu/guidelines-arms-length-andor-fresh-status-external-referees-fastap-2007)” referee letter
3. A list of up to three individuals in your field who you believe would not offer a fair assessment of your work
4. A brief statement of research interests

For the dossier upon which the promotion will be evaluated, please submit the following final materials by [For Academic Year Timeline: August 15] [For Calendar Year Timeline: February 15]:

1. An updated detailed academic CV, following the same specifications as (1) above
2. A statement of 250–500 words describing your most significant contributions, both formal and informal, in departmental, university, and professional service and citizenship
3. A statement of 500–750 words describing your approach to teaching, advising, and mentoring
4. A statement of 750–1000 words describing your research program and future plans
5. A set of five (5) selected articles, authored by you and representing your research program, that you suggest for referees and the Tenure and Appointments Committee to read. These are usually published or “in press” peer-reviewed papers in scientific journals, and they should help the committee grasp the range and significance of your scholarship and research. Manuscripts in preparation or submitted are not acceptable. Include a cover sheet with this section providing the source (i.e., book or journal title) and page numbers for each selection. Annotate each citation to describe your specific contribution to the work and how the publication has advanced the field. The annotation should follow the citation it addresses.
6. Any additional materials you would like the [SELECT ONE: department/program] to consider as it proceeds with the review

As you prepare these materials, it may be helpful to keep in mind the timing, process, and criteria for promotion to Associate Professor on Term.

* **Timing:**Formal consideration for promotion to Associate Professor on Term occurs for
	+ all assistant professors in their sixth year (except those who are instead being considered for promotion to a higher rank)
	+ suitable candidates in earlier years.
* **Process:**
	+ The candidate submits preliminary materials for review (as specified above).
	+ The [SELECT ONE: department/program] evaluates whether, in its view, the candidate’s record meets the criteria for Associate Professor on Term given below. In addition, to be considered for this appointment, candidates must present a substantial work or body of scholarship that represents research undertaken after the dissertation and extending beyond the scope of the dissertation.
	+ The FAS dean and chair of the relevant area committee (Humanities, Social Sciences, Biological Sciences, or Physical Sciences & Engineering) work with the chair of the appointing [SELECT ONE: department/program] and [SELECT ONE: department/program] review committee to choose experts in the candidate’s field to serve as external reviewers. (In cases of fully joint appointments, consultation is with both units.)
	+ The candidate submits final materials for review (as specified above).
	+ External reviewers receive copies of these materials, and are instructed to assess whether the candidate’s record demonstrates “significant published research and scholarship representing early demonstrations of disciplinary or interdisciplinary leadership; excellent teaching and mentoring of students; and engaged university citizenship.” A minimum of six letters from referees who hold an “arms-length” relation to the candidate (that is, who have not served as the candidate’s teacher, mentor, or research collaborator, or have a conflict of interest) is required.
	+ [SELECT ONE: Department/Program] faculty review the file (including the candidate’s written work, outside letters, and assessments of teaching, including student course evaluations), and vote on the promotion.
	+ If the [SELECT ONE: department/program] vote is positive, the chair presents the case to the relevant Tenure and Appointments Committee (TAC), which also reviews the candidate’s written work, outside letters, and assessments of teaching, including student course evaluations. The membership of the committee can be found at <http://fas.yale.edu/fas-governance/committees>.
	+ If the TAC approves the case, the promotion moves on to votes by the Joint Board of Permanent Officers of the FAS (all FAS full professors) and the Fellows of the Yale Corporation.
* **Criteria:**
*“The standard for promotion to associate professor on term will be: significant published research and scholarship representing early demonstrations of disciplinary or interdisciplinary leadership; excellent teaching and mentoring of students; and engaged university citizenship. These will be assessed by the relevant Yale departments and programs and by experts outside Yale.”*

If you have any questions about any of this I hope you will not hesitate to ask. I look forward to speaking with you soon.

Cordially,

[Chair Name]

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

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

 Larry Gladney, Dean of Science, FAS

 Yajaira Suarez, Chair, Biological Science Advisory Committee

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