**Email to Candidate Requesting Materials for Promotion Review of**

**Lector- or Lecturer-Track Faculty in the Faculty of Arts and Sciences**

[Date]

XXXXX XXXXX

Rank, Department of XXXXXX

Yale University

Dear XXXXX,

202X-2X is the penultimate year of your current appointment, and accordingly, FAS procedures require that the department review your performance. As we recently discussed, this review will be for promotion to [SELECT ONE: Senior Lecturer; Senior Lecturer II; Senior Lector I; Senior Lector II.

Please send me as soon as possible a letter confirming your interest in being reviewed for this promotion, as well as a description of your professional accomplishments, activities, and goals. This should be accompanied by a current copy of your curriculum vitae and all syllabi from the past five years to which you have substantively contributed. If there are additional materials you would like us to take into account, please include those items.

I ask that you upload to Interfolio the following materials:

* a statement confirming your interest in being reviewed for this promotion and describing your professional accomplishments, activities, and goals
* a current copy of your curriculum vitae (CV)
* all syllabi from the past five years to which you have substantively contributed
* any additional materials you would like us to take into account

As you prepare these materials, I urge you to refer to the criteria for the rank to which you seek promotion, available at [SELECT ONE: *if lecturer-track:* <https://fas.yale.edu/criteria-lecturer-track>*; if lector-track:* <https://fas.yale.edu/criteria-lector-track>], which will form the basis for assessment at each stage of the review. [*If Senior Lector II:* In preparation for the review process for promotion to Senior Lector II, I encourage you to meet as soon as possible with Fernando Rubio, Director of the Center for Language Study. He can advise you on the type of dossier that you will need to assemble for the review.]

I will appoint a committee to review you for promotion. [*Exclude for senior lecturer II:* It will include ladder and instructional faculty.] Faculty from other departments may be included, and as appropriate, consulted regarding your extra-departmental activities. The review will include scheduled classroom observations and consideration of your teaching evaluations. For a promotion to [SELECT ONE: Senior Lecturer, we will also seek three letters of recommendation; Senior Lecturer II, we will also seek four letters of recommendation; Senior Lector I, we will also seek two letters of recommendation; Senior Lector II, we will also seek four letters of recommendation.] You are welcome to submit the names of prospective referees, though the final list will be determined by the committee and will be kept confidential.

The review committee will submit its recommendation regarding your promotion to me as Chair, which, as in all such cases, will be followed by a department vote conducted by secret ballot. If the vote for promotion is unsuccessful, the department will immediately vote on reappointment. The department’s recommendation, in turn, will be forwarded to the Teaching Resource Advisory Committee (TRAC) and the FAS Dean’s Office for final disposition. In order to complete this process in a timely fashion, I ask that you submit your materials to me via Interfolio not later than XXXXXXXX, 202X.

[*If for promotion to Senior Lector II:* The review committee will submit its recommendation regarding your promotion to me as Chair, which, as in all such cases, will be followed by a department vote conducted by secret ballot. If the vote for promotion is successful, the department’s recommendation, in turn, will be forwarded to the Language Study Committee for further review, and then forwarded to the Teaching Resource Advisory Committee (TRAC) and the FAS Dean’s Office for final disposition. If the vote for promotion is unsuccessful, the department will immediately vote on reappointment. If the vote for reappointment is successful, the department’s recommendation, in turn, will be forwarded to TRAC and the FAS Dean’s Office for final disposition. 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.

Sincerely,

XXXXX XXXXX

Chair, Department of XXXX

cc: fas.dean@yale.edu

 *if lecturer-track in English or lector-track:* Jason Zentz, Associate Dean, Faculty of Arts and Sciences

 *if lecturer-track in the other humanities units:* John Mangan, Senior Associate Dean, Faculty of

 Arts and Sciences

 *if lecturer-track in science or social science:* Robert Burger, Senior Associate Dean, Faculty of Arts and

 Sciences

 *if lecturer-track in science or social science:* Dorottya Noble, Assistant Dean, Faculty of Arts and Sciences

Last updated: 10/13/2023