**Letter to External Referees for Promotion from Assistant Professor to Associate Professor on Term**

*The substantial responses of at least six arms-length referees will be sought to clarify the strengths (in a comparative context) of an internal candidate for promotion to Associate Professor on Term from Assistant Professor. The list of external referees must be approved by the Chair of the appropriate Area Committee and the Dean of FAS. These letters must be solicited and reviewed by the department prior to its making a recommendation to forward the case or not forward the case to the relevant Tenure Appointments and Promotion Committee.*

Dear Professor \_\_\_\_\_\_\_:

Thank you for agreeing to assist us in evaluating the promotion of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the rank of Assistant Professor to that of Associate Professor on Term (i.e., without tenure) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_.

The standard for promotion to Associate Professor on Term at Yale University requires significant published research and scholarship representing early demonstrations of disciplinary or interdisciplinary leadership; excellent teaching and mentoring of students; and engaged university citizenship.

We would be grateful for your assessment of Professor \_\_\_\_\_\_\_\_’s scholarly achievements and [SELECT ONE: his/her] impact on the field at this stage of [SELECT ONE: his/her] career. Comparisons you could make to other individuals in this field would be especially helpful to us. Anything you could add about [SELECT ONE: his/her] teaching and professional service would be most welcome as well.

I have enclosed a copy of Professor \_\_\_\_\_\_\_\_\_\_’s curriculum vitae, [SELECT ONE: his/her] statement of research or scholarly plans, as well as selected publications. Please let me know if you would like me to send you copies of any of the other writings listed on the CV.

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 \_\_\_\_\_\_\_\_\_, and an e-mail to me at \_\_\_\_\_\_\_\_\_\_\_\_ would be just fine. Your letter will be of assistance not only to the professors of the department, but also to the committee at Yale that evaluates promotions to non-tenured professorships, if the department recommends Professor \_\_\_\_\_\_\_\_\_ for promotion.

 Sincerely,

 Department Chair

cc: [SELECT ONE: Dean of FAS; Kyle Vanderlick]

1/24/15

10/2010