

## Procedures for the Initial Appointment, Review, and Promotion of Lector-track Faculty in the FAS<sup>1</sup>

### A. Procedures for a Search and Initial Appointment

*N.B.:* The University does not typically make initial appointments at the level of senior lector II. Lectors may be appointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed.<sup>2</sup>

Initial terms of appointment of one semester or one year require the approval of the FAS Dean's Office, but *do not* require the appointment of a search committee or a department faculty vote. Department chairs instead, in consultation with their faculty, make their recommendations directly to the FAS Dean's Office. The FAS Dean's Office then makes a determination after a review of relevant enrollments, the general necessity of the appointment, and available resources. For appointments of one year or less, the department may skip forward to step 10 of this section.

1. For initial appointments longer than one year in duration, the department chair<sup>3</sup> requests authorization for the position from the Teaching Resource Advisory Committee (TRAC) in the FAS Dean's Office and provides a preliminary description of the position requested. In considering the request, TRAC may solicit the advice of the FAS Steering Committee, one of the Area Committees, the director of language study (DLS), the Language Study Committee (LSC), and/or others as appropriate.

2. If the position is authorized, the department chair, in consultation with the FAS Dean's Office, the DLS, and the Office for Equal Opportunity Programs (OEOP), drafts the job description or advertisement and initiates the search.

3. The search committee is composed of *at least* three members. Once the job description has been approved by the FAS Dean's Office, the department chair appoints the committee, including:

- at least one member of the department's ladder faculty
- the department's language program director (LPD) or equivalent
- a third member drawn from the DLS, the department's ladder faculty, or those non-ladder faculty at the same or higher rank as the target of the search
- a trained diversity representative (among or in addition to the required three)

The search committee must be approved in advance by the FAS Dean's Office.

4. Once the search committee has concluded its preliminary screening, a proposed list of candidates for on-campus interviews must be approved by the relevant dean. Typically, up to four candidates may be invited to campus for each search. Travel expenses for candidates are not supported without prior written approval from the FAS Dean's Office.

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<sup>1</sup> Including the MacMillan Center for International and Area Studies.

<sup>2</sup> See *Faculty Handbook*, p. 41.

<sup>3</sup> Throughout these procedures, in the case of language programs based in one of the Area Studies Councils of the MacMillan Center or in an FAS program, the Center functions as the department, and the director of the MacMillan Center functions as the department chair. Each Council having a language program normally designates a language program director chosen from that Council's ladder or non-ladder faculty.

5. The search committee considers each candidate's full *curriculum vitae*, at least two letters of recommendation from outside Yale,<sup>4</sup> and additional materials it deems relevant to evaluating the candidate. These additional materials should include, if available, teaching evaluations from each candidate's prior academic institution(s).

6. Voting in the initial appointment process occurs in two stages:

- Stage one: search committee vote. Once the review of candidates is complete, the search committee votes to determine its final candidate recommendation, if any, to the department chair. All members of the search committee vote in this stage.
- Stage two: department-wide vote. As in all such cases, the department conducts a secret ballot vote on the proposed appointment. All ladder faculty are permitted to vote. Consistent with department practices, non-ladder faculty at the same or higher rank as the target of the search, *may* be permitted to vote. For an appointment to be approved, the candidate must receive affirmative votes from a majority of those present and eligible to vote. Absentee ballots may not be accepted, counted, or recorded. The department chair notifies the FAS Dean's Office of the outcome of the vote.

7. Ladder faculty not on the search committee, the DLS, and non-ladder faculty at the same or higher rank as the target of the search should have the opportunity to talk with final candidates and to convey feedback to the search committee.

8. If the appointment is approved by the department, the chair prepares and submits a Faculty Search Questionnaire (FSQ) to OEOP. Note that no offer of appointment can be made until the FSQ has been approved by OEOP and the FAS Dean's Office.

9. The FAS Dean's Office presents any recommended appointment to TRAC for final review.

10. If TRAC (or as appropriate, the FAS Dean's Office) approves the recommended appointment, the department chair consults with the FAS Dean's Office regarding length of term, salary, and other conditions of the offer of appointment. The FAS Dean's Office drafts a letter of appointment for the candidate for review by the chair. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, Office of Faculty Administrative Services (OFAS), and the DLS. Any subsequent modifications to the offer must be pre-approved by the FAS Dean's Office. If the candidate accepts the offer, he or she must acknowledge and agree to its terms by signing the offer letter and returning it both to the department and to the FAS Dean's Office.

#### B. Procedures for Reappointment

N. B.: A reappointment review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (See step 1). Lectors and senior lectors with one-year appointments are not required to be reviewed for reappointment for an additional year; however, if the department wishes

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<sup>4</sup> If a candidate's teaching experience has been exclusively at Yale, internal letters may substitute for external ones.

to undertake such a review, the following procedures may be followed. Lectors may be reappointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed.<sup>5</sup> Senior lectors I may also be reappointed for terms varying from one semester to three years. Senior lectors II may be reappointed for terms varying from one semester to five years.

For guidance on notice of non-renewal, consult the *Faculty Handbook*, Sections III.G and III.L.1.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multi-year appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean's Office to support the position. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the review may proceed.
2. By the end of October, the department chair appoints a committee to review all current one-year lectors, and all lector-track faculty in the penultimate year of a multi-year appointment.
3. The review committee membership must be pre-approved by the FAS Dean's Office. For lector and senior lector I candidates, the review committee is composed of *at least* three members, including:
  - at least one member of the department's ladder faculty
  - at least one senior lector from the department at a higher rank than the candidate (if none is available, then a senior lector from another department)
  - the LPD or equivalent (if of a higher rank than the candidate) or relevant course-coordinators (if of a higher rank than the candidate)
  - a trained diversity representative (among or in addition to the required three)
  - as needed, other committee members may be drawn from the DLS, the department's ladder faculty, or non-ladder faculty at a higher rank than the candidate

For senior lector II candidates, the review committee is also composed of *at least* three members, including:

- at least two members of the department's ladder faculty
  - the DLS (required)
  - a trained diversity representative (among or in addition to the required three)
4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a *curriculum vitae* and a brief report on accomplishments, activities, and goals. The committee consults with the DLS, the heads of other programs and units, and other language faculty, as appropriate, on all extra-departmental activities.
  5. Voting in the reappointment process occurs in two stages:

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<sup>5</sup> See *Faculty Handbook*, p. 41.

- Stage one: review committee vote. By the end of March, the review committee votes to determine its candidate recommendation, and then submits it to the department chair. All members of the review committee vote in this stage.
- Stage two: department-wide vote. As in all such cases, the department conducts a secret ballot vote on the proposed reappointment. All ladder faculty are permitted to vote. Consistent with department practices, non-ladder faculty of higher rank than the candidate under review, *may* be permitted to vote. For a reappointment to be approved, the candidate must receive affirmative votes from a majority of those present and eligible to vote. Absentee ballots may not be accepted, counted, or recorded. The department chair notifies the FAS Dean's Office of the outcome of the vote. If the vote is in favor of reappointment, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate's full *curriculum vitae* and a letter explaining the rationale for reappointment.

*N.B.:* The department chair forwards any recommended reappointment of a senior lecturer II to the Language Study Committee (LSC), which reviews the case and then makes its recommendation to the FAS Dean's Office.

6. If the department has voted *not* to reappoint, the department chair discusses that outcome with the FAS Dean's Office *before* conveying the decision to the candidate. The FAS Dean's Office drafts a letter for the candidate for review by the chair, indicating the department's decision and noting the end-date of his or her current appointment. *Before the letter is sent*, the department chair meets with the candidate to convey the decision. The chair informs the FAS Dean's Office once the meeting has taken place. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

7. The FAS Dean's Office presents any recommended reappointment to TRAC for final review. In the case of a reappointment of a senior lecturer II, the FAS Dean's Office also presents the LSC's recommendation.

8. If TRAC approves the recommended reappointment, the department chair consults with the FAS Dean's Office regarding length of term, salary, and other conditions of the appointment. Reappointments may be made for terms varying from one semester to three years for a lecturer or senior lecturer I, and from one semester to five years for a senior lecturer II, depending on the candidate's professional accomplishment, development as a teacher, programmatic needs, and available resources. The FAS Dean's Office drafts a letter of reappointment for the candidate for review by the chair. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

### C. Procedures for Promotion from Lector to Senior Lector I

*N.B.:* A promotion review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (See step 1). Lectors may be appointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed.<sup>6</sup> Promotion to senior lector I *may* be considered at any time, provided that no lector may be reviewed more than once in any three-academic-year period. Promotion *must* be pursued not later than the fifth year in the rank. The department chair may propose any lector for promotion to senior lector I, and any lector in a multi-year appointment may request to be so considered. A lector in the penultimate year of his or her term (and therefore due for a reappointment review) may be reviewed simultaneously by the same committee for (i) reappointment as lector as described above in Section B, and (ii) promotion to senior lector I as described below.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multi-year appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean's Office to support the position. TRAC also assesses the positions of those lector-track faculty *not* in the penultimate year yet whose departments have put them forward for consideration for promotion. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the promotion review may proceed.
2. By the end of October, the department chair appoints a committee to review any lector being considered for promotion to senior lector I.
3. The review committee membership must be pre-approved by the FAS Dean's Office. The review committee is composed of *at least* three members, including:
  - at least one member of the department's ladder faculty
  - at least one senior lector from the department (if none is available, then a senior lector from another department)
  - the LPD or equivalent (if of a higher rank than the candidate) or relevant course-coordinators (if of a higher rank than the candidate)
  - a trained diversity representative (among or in addition to the required three)
  - as needed, the DLS (eligible in all cases, but required if the LPD or equivalent and relevant course coordinators are ineligible)
4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a *curriculum vitae* and a brief report on accomplishments, activities, and goals. The committee consults with the DLS, the heads of other programs and units, and other language faculty, as appropriate, on all extra-departmental activities. The committee requests current reference letters from at least two appropriate faculty either within or outside the university, depending on the candidate's experience.
5. Voting in the promotion process occurs in two stages:

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<sup>6</sup> See *Faculty Handbook*, p. 41.

- Stage one: review committee vote. By the end of March, the review committee votes to determine its candidate recommendation, and then submits it to the department chair. All members of the review committee vote in this stage.
- Stage two: department-wide vote. As in all such cases, the department conducts a secret ballot vote on the proposed promotion. All ladder faculty are permitted to vote. Consistent with department practices, non-ladder faculty at or above the rank to which the candidate is being considered for promotion, *may* be permitted to vote. For a promotion to be approved, the candidate must receive affirmative votes from a majority of those present and eligible to vote. Absentee ballots may not be accepted, counted, or recorded. The department chair notifies the FAS Dean's Office of the outcome of the vote. If the vote is in favor of promotion, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate's full *curriculum vitae*, a letter explaining the rationale for promotion, and all letters of recommendation.

6. If the department has voted *not* to promote, the department chair discusses that outcome with the FAS Dean's Office *before* conveying the decision to the candidate. The FAS Dean's Office drafts a letter for the candidate for review by the chair, indicating the department's decision and noting the end-date of his or her current appointment. *Before the letter is sent*, the department chair meets with the candidate to convey the decision. As applicable, the chair informs the candidate when he or she will next be (i) reviewed for reappointment as lector, and (ii) eligible for review for promotion to senior lector I. The chair informs the FAS Dean's Office once the meeting has taken place. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

7. The FAS Dean's Office presents any recommended promotion to TRAC for final review.

8. If TRAC approves the recommended promotion, the department chair consults with the FAS Dean's Office regarding length of term, salary, and other conditions of the appointment. Appointments following promotion vary in duration from one semester to three years, depending on the candidate's professional accomplishment, development as a teacher, programmatic needs, and available resources. The FAS Dean's Office drafts a letter of promotion for the candidate for review by the chair. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

#### D. Procedures for Promotion from Senior Lector I to Senior Lector II

*N.B.:* A promotion review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (See step 1). A senior lector I may be considered for promotion to senior lector II at the time of the next regular departmental review following the fourth year in the rank of senior lector I.<sup>7</sup> No senior lector I may be reviewed for promotion to senior lector II more

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<sup>7</sup> In unusual circumstances, promotion may be considered during an earlier year at the rank of senior lector I, if authorized by the FAS Dean's Office.

than once in any three-academic-year period. The department chair may propose any senior lector I for promotion to senior lector II, and any senior lector I in a multi-year appointment may request to be so considered. Typically, the promotion review coincides with a reappointment review. A senior lector I in the penultimate year of his or her term (and therefore due for a reappointment review) may be reviewed simultaneously by the same committee for (i) reappointment as senior lector I as described in Section B above, and (ii) promotion to senior lector II as described below.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multi-year appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean's Office to support the position. TRAC also assesses the positions of those Lector-track faculty *not* in the penultimate year yet whose departments have put them forward for consideration for promotion. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the promotion review may proceed.

2. By the end of October, the department chair appoints a committee to review any senior lector I being considered for promotion to senior lector II.

3. The review committee membership must be pre-approved by the FAS Dean's Office. The review committee is composed of *at least* three members, including:

- at least one member of the department's ladder faculty
- all senior lectors II in the department; if none is available, the committee *must* include at least one senior lector II from a different department
- a trained diversity representative (among or in addition to the required three)
- the DLS is also eligible to serve as needed on the committee

4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a *curriculum vitae*, a report on current and recent activities and future goals, and a portfolio of achievements as senior lector I. The committee consults with the DLS, language professionals, and heads of other programs and units both within and outside the University, as appropriate, on all of the candidate's extra-departmental and extra-University activities. The committee requests reference letters from at least two appropriate faculty within the University, and at least two appropriate faculty outside of the University (*e.g.*, colleagues from professional organizations or collaborators on materials development or research projects).

5. Voting in the promotion process occurs in two stages:

- Stage one: review committee vote. By the end of March, the review committee votes to determine its candidate recommendation, and then submits it to the department chair. All members of the review committee vote in this stage.
- Stage two: department-wide vote. As in all such cases, the department conducts a secret ballot vote on the proposed promotion. All ladder faculty are permitted to vote. Consistent with department practices, non-ladder faculty at or above the rank to which the candidate is being considered for promotion, *may* be permitted to vote.

For a promotion to be approved, the candidate must receive affirmative votes from a majority of those present and eligible to vote. Absentee ballots may not be accepted, counted, or recorded. The department chair notifies the FAS Dean's Office of the outcome of the vote. If the vote is in favor of promotion, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate's full *curriculum vitae*, a letter explaining the rationale for the promotion, and all letters of recommendation.

*N.B.:* The department chair forwards any recommended promotion to the Language Study Committee (LSC), which reviews the case and then makes its recommendation to the FAS Dean's Office.

6. If the department has voted *not* to promote, the department chair discusses that outcome with the FAS Dean's Office *before* conveying the decision to the candidate. The FAS Dean's Office drafts a letter for the candidate for review by the chair, indicating the department's decision and noting the end-date of his or her current appointment. *Before the letter is sent*, the department chair meets with the candidate to convey the decision. As applicable, the chair informs the candidate when he or she will next be (i) reviewed for reappointment as senior lecturer I, and (ii) eligible for review for promotion to senior lecturer II. The chair informs the FAS Dean's Office once the meeting has taken place. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.
7. The FAS Dean's Office presents any recommended promotion to TRAC for final review.
8. If TRAC approves the recommended promotion, the department chair consults with the FAS Dean's Office regarding length of term, salary, and other conditions. Appointments following promotion vary in duration from one semester to five years, depending on the candidate's professional accomplishment, development as a teacher, programmatic needs, and available resources. The FAS Dean's Office drafts a letter of promotion for the candidate for review by the chair. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean's Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

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