

Procedures for the Initial Appointment, Review, and Promotion of Lecturer-track Faculty in the FAS¹

A. Procedures for a Search and Initial Appointment

N.B.: The University hires at the level of senior lecturer only if a candidate has an excellent and documented record of at least six years of full-time teaching experience or the equivalent, at Yale or elsewhere, in a ladder or non-ladder rank. Lecturers may be appointed to a term varying from one semester to three years, and senior lecturers may be appointed to a term varying from one semester to five years, in each case depending on professional accomplishment, teaching experience, programmatic needs, and available resources.

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 9 of this section.

1. For initial appointments longer than one year in duration, the department chair² 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 and the reasons it is needed. In considering the request, TRAC may solicit the advice of the FAS Steering Committee, one of the Area Committees, the Creative Arts Advisory Committee (CAAC), and/or others as appropriate.
2. If the position is authorized, the department chair, in consultation with the FAS Dean's Office 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
 - at least one non-ladder faculty member of the same or higher rank as the target of the search (may come from another department if necessary)
 - a trained diversity representative (among or in addition to the required three)

¹ Including the MacMillan Center for International and Area Studies.

² Throughout these procedures, when a lecturer or senior lecturer is considered for initial appointment, review, or promotion 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 Center functions as the department chair.

Where necessary or appropriate, faculty from other Yale departments and programs are also eligible to serve. 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.

5. The search committee considers each candidate's full *curriculum vitae*, at least three letters of recommendation from outside Yale,³ 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). Whether or not they serve on the search committee, all of the department's ladder faculty and all 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.

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 of 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. 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.

8. The FAS Dean's Office presents any recommended appointment to TRAC for final review⁴.

³ If a candidate's teaching experience has been exclusively at Yale, internal letters may substitute for external ones.

⁴ For a recommended appointment in arts practice for a duration of three years or longer or for a high-resource visiting appointment, TRAC will review the recommendation from the perspective of teaching resources, and the Creative Arts Advisory Committee (CAAC) will make the final decision on the appointment.

9. 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 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, the Office of Faculty Administrative Services (OFAS), and others as appropriate. 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). Lecturers and senior lecturers with one-year appointments are not required to be reviewed for reappointment for an additional year; however, if the department wishes to undertake such a review, the following procedures may be followed. Lecturers may be reappointed to a term varying from one semester to three years, and senior lecturers may be reappointed to a term varying from one semester to five years, in each case depending on professional accomplishment, teaching experience, programmatic needs, and available resources.

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 lecturer-track faculty in the penultimate year of a multi-year appointment in terms of the ongoing, demonstrated need for teaching in the lecturer's area of instruction and the availability of resources as authorized by the FAS Dean's Office to support the position. Department chairs will be consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the relevant department chair that the review may proceed.
2. By the end of October, the department chair appoints a committee to review all current lecturers and senior lecturers 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 lecturer and senior lecturer candidates, the review committee is composed of *at least* three members, including:
 - at least one member of the department's ladder faculty
 - for a lecturer review, at least one senior lecturer from the department (if none is available, then a senior lecturer from another department)

- a third member drawn from the department's ladder faculty, or non-ladder faculty at a higher rank than the candidate
- a trained diversity representative (among or in addition to the required three)
- as needed, other faculty from the above categories; where necessary or appropriate, faculty from other Yale departments and programs are eligible to serve

4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty members under review a *curriculum vitae* and a brief report on accomplishments, activities, and goals. The committee consults with the heads of other programs and units, as appropriate, on all extra-departmental activities.

5. Voting in the reappointment 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 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*, a letter explaining the rationale for reappointment, and all letters of recommendation.

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 and to OFAS.

7. The FAS Dean's Office presents any recommended reappointment to TRAC for final review.⁵

⁵ For a recommended reappointment in arts practice for a duration of three years or longer, TRAC will review the recommendation from the perspective of teaching resources, and the Creative Arts Advisory Committee (CAAC) will make the final decision on the reappointment. CAAC will also review short-term reappointments beyond six years in cumulative duration.

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. Lecturer reappointments may be made for terms varying from one semester to three years, and senior lecturer reappointments may be made for terms varying 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 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 and to OFAS.

C. Procedures for Promotion

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). The department chair may propose any lecturer for promotion to senior lecturer, and any lecturer may request to be so considered. The criteria for promotion require that a lecturer have an excellent and documented record of at least six years of full-time teaching experience, at Yale or elsewhere, in a ladder or non-ladder rank. No lecturer may be reviewed for promotion more than once in any three-academic-year period.⁶ A lecturer 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, and (ii) promotion, in accordance with the procedures described in the preceding section and below.

1. By the end of September, TRAC will complete an assessment of the positions of those lecturer-track faculty in the penultimate year of a multi-year appointment in terms of the ongoing, demonstrated need for teaching in the lecturer's area of instruction and the availability of resources as authorized by the FAS Dean's Office to support the position. TRAC will also assess the positions of those lecturer-track faculty *not* in the penultimate year yet whose departments have put them forward for consideration for promotion. The department chair will be 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 lecturer being considered for promotion.

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

⁶ In unusual circumstances, promotion may be considered during an earlier year, if authorized by the FAS Dean's Office.

- at least one member of the department's ladder faculty
- at least one senior lecturer from the department (if none is available, then a senior lecturer from another department)
- a third member drawn from the department's ladder faculty, or non-ladder faculty at a higher rank than the candidate
- a trained diversity representative (among or in addition to the required three)
- as needed, other faculty from the above categories; where necessary or appropriate, faculty from other Yale departments and programs are eligible to serve

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 heads of other programs and units, as appropriate, on all extra-departmental activities. Finally, the committee requests and considers reference letters from at least three appropriate faculty either within or outside the University, depending on the candidate's experience.

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 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 will inform the candidate when he or she will next be (i) reviewed for reappointment as lecturer, and (ii) eligible for review for promotion to senior lecturer. 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 and OFAS.

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

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 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 and to OFAS.

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⁷ For recommended promotions in arts practice for an appointment of three years or longer, TRAC will review such recommendations from the perspective of teaching resources, and the Creative Arts Advisory Committee (CAAC) will make the final decision on the promotion.