

# Yale OFFICE OF THE PROVOST

PO Box 208365  
New Haven CT 06520-8365  
T 203 432-4444  
F 203 432-0161  
provost.yale.edu

*courier*  
1 Hillhouse Avenue  
New Haven CT 06511

September 12, 2012

To: FAS Department and Program Chairs

Cc: Non-tenured Faculty in the Arts and Sciences  
FAS Chairs' Assistants and Operations Managers  
FAS Deans' Assistants  
Provosts and Staff

From: Peter Salovey, Provost  
Mary Miller, Dean of Yale College  
Tom Pollard, Dean of the Graduate School of Arts and Sciences  
Kyle Vanderlick, Dean of the School of Engineering & Applied Science

Subject: Procedures for non-tenured faculty leaves

We write with details on procedures for leaves for non-tenured faculty and the schedule for applications for these leaves for the 2013-14 academic year or 2014 calendar year.

Assistant professors are eligible for a one-year leave at full salary, to be taken during the second, third or fourth year of their initial appointments. Assistant professor leaves are called Morse Fellowships (Humanities) and Junior Faculty Fellowships (Social Sciences, Sciences, and Engineering). Associate professors on term are eligible for a one-year leave at full salary, called an Associate Professor Leave (APL), in the first or second year of their appointment at that rank.

Applications for Morse and Junior Faculty Fellowships as well as APLs require the faculty member to present a research proposal that is approved by the department chair and cognizant dean. This proposal should be a five page single-spaced (maximum) explanation of the project, its potential significance, the research methods to be used, and a plan to achieve publication.

The department chair appoints a departmental committee of permanent officers to evaluate proposals for leaves for assistant and term associate professors as an important component in the department's broader mentoring plan for non-tenured faculty. This departmental committee assesses each proposal's strengths, weaknesses, and feasibility. One or more members of the committee should discuss with the non-tenured faculty member the scope, methods, and potential impact of the proposed study.

The applicant may then revise the research proposal in response to the advice of the departmental committee and resubmit it to the committee for a final evaluation. The chair of the departmental committee then forwards a short report (typically less than one page) to the department chair detailing the committee's evaluation of the proposal and the discussion with the non-tenured faculty member. When the department chair believes the research proposal is sound and feasible, he or she forwards the proposal, the faculty member's CV, and the committee's report to the cognizant dean with the chair's recommendation for the leave request. Should the cognizant dean have questions about the research proposal, the committee's evaluation, or the department chair's recommendation, the dean may meet with the faculty member and chair, again as an extension of the mentoring process.

We encourage non-tenured faculty members who are applying for leave also to apply for external fellowships at the same time. Winning an external award obviously is beneficial for one's career, but

even submitting a grant proposal may raise a scholar's visibility with the senior scholars in the discipline serving on awards committees. If a member of the Faculty of Arts and Sciences who has been granted a paid leave is also successful in obtaining from outside sources any portion of the salary that he or she is eligible to receive from Yale for the term of that leave, one half of the resulting salary savings to the University up to \$25,000 will be used to create an individual research account, which may be used for any legitimate research expenses. A partial listing of competitive residential fellowships can be found at <http://provost.yale.edu/residential-fellowships>.

Following is the schedule for submitting materials in support of leaves requested for the 2013-14 academic year or 2014 calendar year:

- October 1, 2012: Submission of proposal from assistant or term associate professor to departmental committee.
- October 2012: Departmental committee meets, and then discusses proposal with the non-tenured faculty member. Applicant revises proposal as needed, based on committee input.
- November 1, 2012: Submission of proposal, the faculty member's CV, committee report, and chair's recommendation to cognizant dean. (For a list of cognizant deans and provosts see <http://provost.yale.edu/who-my-provost>.)
- November 15, 2012: Deans notify department chairs, leave applicants, and cognizant provosts of decisions regarding non-tenured leaves.
- December 3, 2012: Departments submit ALL leave requests, using the Request for Leave of Absence form ([http://www.yale.edu/fas/html/docs/LOA\\_Request\\_Form.doc](http://www.yale.edu/fas/html/docs/LOA_Request_Form.doc)), to Diane Rodrigues in the Office of Faculty Administrative Services.
- February 2013: Cognizant provost sends official response to all leave requests to individual faculty on behalf of the FAS Steering Committee.

Non-tenured faculty members should be encouraged to take the Morse or Junior Faculty Fellowship when it best advances their research programs. Except in unusual circumstances (such as when the junior faculty member has had difficulty publishing the dissertation), we recommend taking the leave in the third or fourth year. This schedule provides the faculty member an opportunity to become integrated into the Department and University, and to develop a strong teaching record prior to the first review. We value quality teaching not only for its importance to our undergraduate and graduate students, but also because it enriches the scholarship of our faculty members as well. Nevertheless, in the sciences and engineering, where setting up a new laboratory may be time consuming, junior faculty may wish to take one semester of the leave in their first semester at Yale for this purpose and take the second semester in the third or fourth year.

Faculty members who wish to take their APL in the first year following promotion to Associate Professor on Term must apply for the leave during the same academic year as the promotion review. In such cases, if the application is approved it is contingent upon successful promotion. Faculty members should not wait until the review is completed before applying for the APL for the following year.

Implementation of these leave procedures requires the energy and cooperation of the FAS faculty, but we know that the permanent officers share our commitment to enhancing the scholarly productivity of our non-tenured colleagues.

Please feel free to contact your cognizant dean or provost if you have questions or need additional information.