

To: FAS Department and Program Chairs
Cc: FAS Chairs' Assistants and Operations Managers
FAS Deans and Staff
From: Tamar Gendler, Dean of the Faculty of Arts and Sciences
Kyle Vanderlick, Dean of the School of Engineering & Applied Sciences

We write with details on procedures for leave applications for tenure-track faculty for the 2016-17 academic year or 2017 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.

Here is the schedule for submitting materials in support of these leaves requested for the 2016-17 academic year or 2017 calendar year.

- (1) October 1, 2015: The tenure-track professor submits leave proposal to department. 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.
- (2) October 2015: The department chair appoints a departmental committee of permanent officers to evaluate proposals for leaves for assistant and term associate professors. The committee assesses each proposal's strengths, weaknesses, and feasibility, and then one or more of the committee members meets with the tenure-track faculty member to provide mentoring feedback. The applicant revises proposal as needed, based on committee input. 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 summarizing the discussion with the tenure-track faculty member.
- (3) November 1, 2015: The department chair submits electronic copies of the candidate's proposal, candidate's CV, departmental committee report, and chair's recommendation to fas.dean@yale.edu (and, in the case of SEAS faculty, also to kyle.vanderlick@yale.edu)
- (4) December 15, 2015: The dean notifies departments of decisions regarding tenure-track leaves.

Chairs and candidates should also be aware of the following:

Timing of Morse/JFF Leaves

Tenure-track faculty members should be encouraged to take the Morse or Junior Faculty Fellowship when it best advances their research programs. Except in unusual circumstances, 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 high quality teaching not only for its importance to our undergraduate and graduate students, but also because it enriches the scholarship of our faculty member. That said, 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.

Timing of APL

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, the approval of the application will be offered contingent upon successful promotion. Faculty members should not wait until the review is completed before applying for the APL for the following year.

External funding

We encourage tenure-track faculty members who are applying for leave also to apply for external fellowships at the same time. Winning an external award is not only 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.

Review process

The review and evaluation of proposals for leaves for assistant and term associate professors is an important component of a broader mentoring plan for tenure-track faculty.

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 tenure-track colleagues.

Leave descriptions and policies are available in the Faculty Handbook online at <http://provost.yale.edu/faculty-handbook>, section XVII, *Leaves of Absence: University-wide*.

Please feel free to contact the office of the FAS Dean at fas.dean@yale.edu if you have questions or need additional information.