

FASTAP 2016

October 2023

[Summary: Non-tenured ladder faculty governed by FASTAP 2016 are eligible for three semesters of leave at full salary. The details of leave eligibility and the procedure and schedule for leave applications are outlined below. To begin the application process, eligible faculty should submit their CV and leave application form to their department.]

To: SEAS Department Chairs

Cc: SEAS Non-Tenured Ladder Faculty on FASTAP 2016, SEAS Chairs' Assistants and Operations Managers, SEAS Dean's Office Staff, OFAS

From: Jeffrey Brock, Dean of the School of Engineering and Applied Science

Overview

I write with details on procedures for leave applications for the 2024-2025 academic year, or 2025 calendar year, for non-tenured ladder faculty governed by FASTAP 2016.

- Assistant professors governed by FASTAP 2016 who have not yet undergone their reappointment review are eligible for up to two semesters of Initial Appointment Leave, typically to be taken during a single academic year during the second or third year of their initial appointments. In the case of faculty whose work is laboratory-based, the faculty member may, with the approval of the department and SEAS Dean, take one semester of their first leave during their first year at Yale in order to set up their laboratory.
- Assistant professors governed by FASTAP 2016 who have been reappointed in their rank are eligible for one or two semesters of Post-Reappointment Leave prior to their tenure review, typically to be taken during a single academic year during the fifth or sixth year on the tenure clock. The total number of semesters of leave taken prior to the tenure review (that is, Initial Appointment Leave and Post-Reappointment Leave combined) cannot exceed three.
- At the request of the candidate, and with the permission of the department/program and the SEAS Dean's Office, pre-tenure one-semester leaves may be taken as full year, half-time teaching.

Schedule

1. **November 2023:** The assistant professor submits their current CV, as well as a leave request form and proposal to their department. The proposal should describe the project that will be undertaken during the leave, and how it will contribute to the candidate's growth as a researcher and teacher. The proposal should explain the significance of the project to the candidate's field of study, the methods to be used in undertaking the project, and a plan to achieve publication or dissemination. (Proposals should not exceed 5 pages.)
2. **November 2023:** The department chair's assistant (or equivalent) creates a case in

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Interfolio using the template **Non-Tenured Faculty Leave Request** and the **Sabbatical** case type and uploads the candidate's leave form and CV.

3. **November 2023:** The department chair appoints a departmental committee of permanent officers to evaluate proposals for leaves for non-tenured ladder faculty. The chair's assistant adds these committee members onto the relevant step in the Interfolio case, and forwards the case to that step for review.
4. **November 2023:** The departmental committee reviews the candidate's materials in Interfolio, and assesses the proposal's strengths, weaknesses, and feasibility. One or more of the departmental committee members then meets with the candidate to provide feedback on the proposal. The candidate may then revise and resubmit the proposal, if needed. Once the proposal is final, the departmental committee prepares a short report detailing the committee's evaluation of the proposal and summarizing the discussion with the candidate and sends it to the chair's assistant who adds the evaluation to the leave form and forwards the case to the department chair.
5. **December 15, 2023:** The department chair reviews the materials in Interfolio and sends their recommendation to the chair's assistant to add to the form. The chair's assistant then forwards the case in Interfolio to the SEAS Dean's Office for review. [Thereafter, the SEAS Dean's Office manages the case.]
6. **February-March, 2024:** After the leave proposal is reviewed and approved by OFAS, and the SEAS Dean's Office, the SEAS Dean's Office notifies the faculty member, department chair, and relevant staff (via email) of all decisions regarding requests for leaves for non-tenured ladder faculty.

Additional information

Timing of Initial Appointment Leaves

Assistant professors should be encouraged to take Initial Appointment Leave when it best advances their research programs. Except in unusual circumstances, we recommend taking the leave in the second or third year. This schedule provides the faculty member an opportunity to become integrated into the department/program 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 members. Assistant professors may wish to take one semester of the leave in their first year at Yale for the purpose of setting up a new laboratory, and take the remainder of their pre-tenure leave in a later year. Except in exceptional circumstances, a full-year leave should be taken over an academic rather than a calendar year, to allow the candidate to participate fully in the life of the University.

Timing of Post-Reappointment Leaves

Faculty members who wish to take their Post-Reappointment Leave in the first year following reappointment (typically this would be year five, the final year of the first assistant professor appointment) must apply for the leave during the same academic year as the reappointment

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review. In such cases, the approval of the application will be offered contingent upon successful reappointment. Faculty members should not wait until the review is completed before applying for the Post-Reappointment Leave for the following year.

External funding

We encourage non-tenured ladder faculty members who are applying for leave also to apply for external fellowships at the same time. Winning an external award is, of course, beneficial for one's career, but even submitting such a proposal may raise a scholar's visibility among the senior scholars in the discipline serving on awards committees. If a member of the SEAS faculty 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 and mentoring

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

The review and evaluation of proposals for leaves for assistant professors is an important component of a broader mentoring plan for non-tenured ladder faculty.

Faculty Handbook

Leave descriptions and policies are available in the Faculty Handbook online at <http://provost.yale.edu/faculty-handbook>, section XIX. *Leaves of Absence and Teaching Relief: University-wide*, and section V.K., *School of Engineering & Applied Science: Leaves*.

Please contact the SEAS Dean's Office at seas.facultyaffairs@yale.edu if you have questions or need additional information.