

SEAS Chair's Review for Reappointment (Lecturer Track, Multi-Year)

For lecturer-track procedures, please contact Kristin Flower, Assistant Dean for Faculty Affairs (Kristin.flower@yale.edu)

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, development as a teacher, programmatic needs, and available resources.

For a **lecturer** holding a three-year appointment, the full reappointment review would take place in years two, eight, fourteen, and so forth.

For a **senior lecturer** whose initial appointment was at the rank of senior lecturer who holds a five-year appointment, a full reappointment review would take place in years four, fourteen, and so forth.

For a **senior lecturer** who holds a five-year appointment who was promoted to the rank of senior lecturer, a full reappointment review would take place in years nine, nineteen, and so forth.

Process

1. TRAC Assessment

By mid-fall, TRAC will complete an assessment of the positions of those lecturer-track faculty in the penultimate year of a multiyear 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 SEAS Dean's Office to support the position. If the ongoing need for the position is affirmed, TRAC will inform the relevant department chair that the review may go forward.

2. Candidate Notification

The chair, in consultation with the department faculty, decided whether the department and the candidate would be better served by a full reappointment review. If so, the department should follow the procedures for a full reappointment review. Similarly, if the candidate believes that they and the department would be better served by a full reappointment review, they may request one. The candidate would need to make this request in writing to the Assistant Dean for Faculty Affairs. If a full reappointment review is elected, the chair, or their successor, in consultation with the department faculty, will decide whether the subsequent review will be a full or chair's reappointment review. The faculty member may also request that a department faculty member *other than the chair* conduct the review. The candidate would need to make this request in writing to the

Assistant Dean for Faculty Affairs.

The chair requests from the faculty members under review a curriculum vitae, all syllabi from the past five years to which the candidate has substantively contributed, and a brief report on accomplishments, activities, and goals, using the ***Materials Request Letter***.

3. Case Creation and Uploading of Documents

The department chair's assistant (or equivalent) creates the Interfolio case for the review using the template [SEAS Instructional Faculty](#) and selects NO when asked the question of whether the candidate will be involved with the review. Upon receipt of required documents, chair's assistant will upload documents to the Interfolio case.

5. Chair/ Departmental Review

The Chairs' assistants may retrieve course evaluations through the [OCE Faculty Dashboard](#), where they should select the [OCE TAC Report](#) on the top right hand corner of the page, type in the candidate's name in the Instructor field, wait for the Term box to be filled in (it automatically selects the most recent fall/spring terms, up to 8), and click Search. For each course in the list, click the course number link, and [save that course's evaluations page as a PDF](#). If a chair's assistant does not have access to the Dashboard, the department chair should contact the Registrar's Office at evaluate@yale.edu to request access for the chair's assistant.

Before the end of March, the department chair meets with the candidate to discuss their performance as a teacher as well as their other accomplishments and goals. If another faculty member in the department has conducted the review, the chair attends the meeting as well. After feedback has been conveyed, the chair advises the candidate that their multi-year reappointment must still be voted on by the department and, if the vote is affirmative, the case would then be forwarded to the SEAS Dean's Office for final disposition.

If a chair's reappointment review reveals serious concerns about the candidate's performance, the chair consults with the SEAS Dean's Office *before* meeting with the candidate. The chair may, in consultation with the SEAS Dean's Office, reappoint the candidate for one additional year beyond their current term-end date. In doing so, the chair, in addition to taking steps to remediate the identified concerns, would then require a full reappointment review in the academic year immediately following the completion of the chair's reappointment review. In this instance, the SEAS Dean's Office drafts a letter for the candidate for review by the chair, indicating the department's decision and noting that a full reappointment review will take place the following year. *Before the letter is sent*, the department chair meets with the candidate to convey the outcome of the review. The chair informs the SEAS 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 SEAS Dean's Office sends it to the candidate, with copies to the chair and to OFAS.

If a multi-year reappointment is recommended, the case is forwarded to the voting members of the department, and the chair presents the candidate's case at the department faculty meeting, which is immediately followed by a 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, instructional 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 Faculty Vote Form*** is uploaded to Interfolio when complete.

6. TRAC Review and Reappointment Procedures

If the department has voted *in favor of reappointment, by mid-April*, the department forwards the case in Interfolio to the SEAS Dean's Office for review. The case will then be forwarded to the SEAS TRAC for review.

If TRAC approves the recommended reappointment, the department chair consults with the SEAS Dean's Office regarding length of term, salary, and other conditions of the appointment. The SEAS 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 SEAS Dean's Office sends it to the candidate, with copies to the chair and to OFAS.

The department's chair's assistant (or equivalent) processes the candidate reappointment in Workday (referring to the [Workday Training website](#)), and submits the supporting documents to faculty.admin@yale.edu.