

SEAS Full Review for Promotion to Senior Lecturer (Lecturer Track, Multi-Year)

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

Please refer to the appointment criteria for [senior lecturer](#) and [senior lecturer II](#), as set forth by the Steering Committee of the Faculty of Arts and Sciences.

The department chair may propose any **lecturer** in a multi-year appointment for promotion to **senior lecturer**, and any lecturer in a multiyear appointment may request to be so considered. No lecturer may be reviewed for promotion more than once in any three-academic-year period. In unusual circumstances, promotion may be considered during an earlier year, if authorized by the SEAS Dean's Office. A lecturer in the penultimate year of their term (and therefore due for a reappointment review) may be reviewed simultaneously by the same committee for (i) reappointment, and (ii) promotion.

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. The 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. If the ongoing need for the position is affirmed, TRAC will inform the relevant department chair that the promotion review may go forward.

2. Candidate Notification

Upon approval, 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.

4. Departmental Review Committee Selection

By early January, the department chair appoints a committee to review all current lecturer-track faculty in the penultimate year of a multi-year appointment.

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
- 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 instructional faculty at a higher rank than the candidate
- as needed, other faculty from the above categories; where necessary or appropriate, faculty from other Yale departments and programs are eligible to serve

The review committee membership must be pre-approved by the SEAS Dean's Office. The department chair submits a review committee proposal to the Assistant Dean for Faculty Affairs (Kristin.flower@yale.edu), with a copy to seas.facultyaffairs@yale.edu. The SEAS Dean's Office works with the department chair to approve the review committee and sends an approval email to the department.

Once approved, the chair's assistant (or equivalent) adds the review committee onto the Department Review Committee step in Interfolio.

The chair's assistant (or equivalent) adds the eligible voting faculty onto the Eligible Voting Faculty step in Interfolio.

5. Departmental Review

The review committee schedules classroom observations and considers student teaching evaluations. 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.

The committee consults with the heads of other programs and units, as appropriate, on all extra-departmental activities.

The review committee requests and considers reference letters from *at least* three (3) appropriate faculty either within or outside the University, depending on the candidate's

experience, using the **Referee Letter Template**. Note: members of the departmental review committee may not serve as internal referees. References may be requested through Interfolio, or uploaded manually once received by the Chair's Assistant.

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 as well as the applicable **Departmental Committee Report** to the department chair. All members of the review committee vote in this stage. The Departmental Committee Report form is uploaded to Interfolio when complete.
- **Stage two: department-wide vote.** As in all such cases, the department conducts a secret ballot vote on the proposed reappointment, using the **Department Faculty Vote Form**. 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 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 Faculty Vote form is uploaded to Interfolio when complete.

6. TRAC Review and Reappointment Procedures

If the department has voted *not to promote*, the department chair discusses that outcome with the SEAS Dean's Office *before* conveying the decision to the candidate. The SEAS 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 their 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 they will next be (i) reviewed for reappointment as lecturer, and (ii) eligible for review for promotion to senior lecturer. 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 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 promotion, the department chair consults with the SEAS 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 SEAS 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 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.