

School of Engineering & Applied Science

Procedures for Appointments of Special Eminence or Special Opportunity

Special Eminence: a targeted hire of a senior scholar with significant distinction in the field.

Special Opportunity: a hire of a scholar, at any ladder rank, whose appointment may meet a given institutional priority or diversify the faculty in some way.

Appointments that fall under the category of special eminence or special opportunity fall outside of the standard search request process. Requests for a targeted search in either category may be made at any time of the year by submitting a proposal to the SEAS Dean's Office. Proposals are reviewed by the SEAS Academic Resource Committee (ARC).

Steps for submitting a special search request:

1. The department votes to request a special eminence or special opportunity search.
2. The department drafts a proposal for the search. Proposals should include:
 - ❖ Rationale for the search: Please include the justification for the targeted hire, addressing the particular individual and the field in the context of the department, school, and/or university.
 - ❖ Resource request: Please address the slot resources needed as well as relevant lab/space/startup needs.
 - ❖ Description of the process by which the candidate was identified as a hire of special eminence or opportunity.
 - ❖ Other relevant information on how the hire would benefit the department, school, and/or university. This may include information about departmental teaching or graduate student training needs, the candidate's research program, alignment with strategic priorities, etc.
 - ❖ The results of the departmental vote to proceed with the request.
 - ❖ A CV of the proposed candidate
3. Proposals may be submitted via email to seas.facultyaffairs@yale.edu with a copy to the Assistant Dean for Faculty Affairs (Kristin.flower@yale.edu)

Approved searches:

Upon approval by the ARC, departments may begin the formal review process.

All candidates are required to visit campus, give a presentation, and meet with faculty and students before the department may vote to move forward with the appointment. If the candidate has completed such a visit, the department may begin the process of sending out letters of recommendation or letters for external review. Requests for exceptions to this requirement may be discussed with the Dean's Office.

For candidates who would be appointed without tenure (special opportunity only): the department should proceed with the standard review process for assistant professor hires. Note: the University requires three (3) letters of recommendation from outside Yale for all junior faculty hires.

For candidates who would be appointed with tenure (special opportunity or eminence): the department should follow the standard review process for external appointment with tenure, requesting external letters, and proceeding with a departmental review followed by a Tenure and Appointments Committee (TAC) review.

Any contact with the candidate should be made with the understanding that the process is not complete until the appointment is approved by the relevant bodies and an offer is made.

Advertising and Faculty Search Reporting Process:

Upon approval, departments should work with the SEAS Dean's Office to submit the search through Interfolio using the "private search" option. Please notify the Dean's Office immediately if the candidate is not a US citizen or permanent resident. In such a case, the search must be advertised externally for 30 days in an approved publication.

The Faculty Search Reporting Process (FSRP) must be completed for all ladder searches, including appointments of special eminence and special opportunity. Departments should work with the Dean's Office to complete and submit the search through the FSRP system concurrently with the departmental review process.

Please note, an offer cannot be extended until the search is fully approved through the FSRP.

Offer protocols:

Please note for tenured appointments, this step may not begin until the tenure review process for the candidate(s) has been completed.

Candidate Notification: Once the Dean's Office has authorized an offer, the Department Chair may notify the candidate by email or phone that a formal offer letter will be coming. No details of the offer should be communicated at this point.

Offer Letter: The Department Chair will work with the candidate to determine needs. They will then work with the Dean and the Assistant Dean for Faculty Affairs who will draft the offer letter. The Dean's Office will coordinate with the Provost's Office to determine the set-up package. In advance of a formal letter being issued, details of the offer should not be communicated to the candidate without express written approval from the Dean's Office. Such details may include, but are not limited to, salary, startup funds, graduate student support, and office or lab space.

Extending the Offer Letter: The Dean's Office will send the candidate an electronic offer letter, with a copy to the department chair. **Departments are not authorized to extend offer letters.**