Procedures for the Initial Appointment, Review, and Promotion of Lector-track Faculty in the Faculty of Arts and Sciences

A. Procedures for a Search and Initial Appointment

Individuals engaged in the teaching of foreign languages at Yale may be appointed to one of these ranks: lector, senior lector I, or senior lector II. They are characterized by an increasing level of programmatic and pedagogical responsibility and by the qualifications and experience of the candidates appointed to them. The rank of lector is appropriate for individuals who have native or near-native language proficiency and some training in language pedagogy, have earned a bachelor’s degree or its equivalent, but who have had relatively little teaching experience. That experience might range from teaching during graduate training to fewer than three years of full-time teaching at the college level.

The University does not typically make initial appointments at the level of senior lector II.

Note: A search may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (see step 1).

Candidates for appointment to the rank of senior lector I will have: a bachelor’s degree or its equivalent; substantial teaching experience with documented evidence of excellence; the capacity to carry out administrative or other departmental responsibilities such as directing courses, contributing to the training of language teachers, or serving on departmental committees; and evidence of professional growth and activity, either at Yale or nationally, in support of the department’s language teaching mission as further described in criteria set forth by the Language Study Committee with the concurrence of the Steering Committee of the Faculty of Arts and Sciences.

Note: Lectors may be appointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed. Senior lectors I may be appointed for terms varying from one semester to three years, and their terms are renewable following a favorable review and a recommendation from the department. There is no limit on the number of terms to which senior lectors I may be reappointed, depending on continued high performance and need for the position.

Initial terms of appointment of one semester or one year require the approval of the FAS Dean’s Office, but do not require the appointment of a search committee or a department faculty vote. Department chairs instead, in consultation with their faculty, make their recommendations directly to the FAS Dean’s Office. The FAS Dean’s Office then makes a determination after a review of relevant enrollments, the general necessity of the appointment, and available resources. For appointments of one year or less, the department may skip forward to step 10 of this section.

1 Including the MacMillan Center for International and Area Studies.
2 See Faculty Handbook, IV.I.
1. For initial appointments longer than one year in duration, the department chair requests authorization for the position from the Teaching Resource Advisory Committee (TRAC) in the FAS Dean's Office and provides a preliminary description of the position requested. In considering the request, TRAC may solicit the advice of the FAS Steering Committee, one of the Area Committees, the director of language study (DLS), the Language Study Committee (LSC), and/or others as appropriate.

2. If the position is authorized, the department chair, in consultation with the FAS Dean’s Office, the DLS, and the Office for Equal Opportunity Programs (OEOP), drafts the job description or advertisement and initiates the search.

3. The search committee is composed of at least three members. Once the job description has been approved by the FAS Dean’s Office, the department chair appoints the committee, including:
   - at least one member of the department’s ladder faculty
   - the department’s language program director (LPD) or equivalent
   - a third member drawn from the DLS, the department's ladder faculty, or those instructional faculty at the same or higher rank as the target of the search
   - a diversity representative (among or in addition to the required three)4

   The search committee must be approved in advance by the FAS Dean’s Office.

4. Once the search committee has concluded its preliminary screening, a proposed list of candidates for on-campus interviews must be approved by the relevant dean. Typically, up to four candidates may be invited to campus for each search. Travel expenses for candidates are not supported without prior written approval from the FAS Dean’s Office.

5. The search committee considers each candidate’s full curriculum vitae, three letters of recommendation from outside Yale,5 and additional materials it deems relevant to evaluating the candidate. These additional materials should include, if available, teaching evaluations from each candidate’s prior academic institution(s).

6. Voting in the initial appointment process occurs in two stages:
   - **Stage one: search committee vote.** Once the review of candidates is complete, the search committee votes to determine its final candidate recommendation, if any, to the department chair. All members of the search committee vote in this stage.
   - **Stage two: department-wide vote.** As in all such cases, the department conducts a

---

3 Throughout these procedures, in the case of language programs based in one of the Area Studies Councils of the MacMillan Center or in an FAS program, the Center functions as the department, and the director of the MacMillan Center functions as the department chair. Each Council having a language program normally designates a language program director chosen from that Council’s ladder or instructional faculty.

4 The designated diversity representative should familiarize themselves with the resources on the FAS Dean’s Office website that address diversity and issues related to implicit bias: https://fas.yale.edu/faculty-resources/diversity-and-faculty-development/faculty-search-resources.

5 If a candidate’s teaching experience has been exclusively at Yale, internal letters may substitute for external ones.
secret ballot vote on the proposed appointment. All ladder faculty are permitted to vote. Consistent with department practices, instructional faculty at the same or higher rank as the target of the search, may be permitted to vote. For an appointment 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 chair notifies the FAS Dean’s Office of the outcome of the vote.

7. Ladder faculty not on the search committee, the DLS, and instructional faculty at the same or higher rank as the target of the search should have the opportunity to talk with final candidates and to convey feedback to the search committee.

8. If the appointment is approved by the department, the chair prepares and submits a Faculty Search Questionnaire (FSQ) to OEOP. Note that no offer of appointment can be made until the FSQ has been approved by OEOP and the FAS Dean’s Office.

9. The FAS Dean’s Office presents any recommended appointment to TRAC for final review.

10. If TRAC (or as appropriate, the FAS Dean’s Office) approves the recommended appointment, the department chair consults with the FAS Dean’s Office regarding length of term, salary, and other conditions of the offer of appointment. The FAS Dean’s Office drafts a letter of appointment 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, Office of Faculty Administrative Services (OFAS), and the DLS. Any subsequent modifications to the offer must be pre-approved by the FAS Dean’s Office. If the candidate accepts the offer, they must acknowledge and agree to its terms by signing the offer letter and returning it both to the department and to the FAS Dean’s Office.

B. Procedures for Reappointment

I. Full Reappointment Review

Note: A full reappointment review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (see step 1).

For a senior lector I who holds a three-year appointment whose initial appointment was at the rank of senior lector I, a full reappointment review would take place in years two, eight, fourteen, and so forth. For a senior lector I who holds a three-year appointment who was promoted to the rank of senior lector I, a full reappointment review would take place in years five, eleven, seventeen, and so forth. For a senior lector I who is subsequently promoted to the rank of senior lector II and holds a five-year appointment, it would take place in years nine, nineteen, and so forth. Lectors and senior lectors with one-year appointments are not required to be reviewed for reappointment for an additional year; however, if the department wishes to undertake such a review, the
following procedures may be followed. The appointment criteria for the lector-track ranks, as set forth by the Language Study Committee with the concurrence of the Steering Committee of the Faculty of Arts and Sciences, can be found here.

Note: Lectors may be reappointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed. For a lector holding a three-year appointment, the full reappointment review would take place in year two of their initial appointment. The review that occurs in the penultimate year of the second term for a lector holding a three-year appointment must, by definition, be a promotion review (see section C). Senior lectors I may also be reappointed for terms varying from one semester to three years, and senior lectors II, one semester to five years, in each case depending on professional accomplishment, development as a teacher, programmatic needs, and available resources.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multiyear appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean’s Office to support the position. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the review may go forward.

2. By the end of October, the department chair appoints a committee to review all lector-track faculty who are in the penultimate year of a multiyear appointment.

3. The review committee membership must be pre-approved by the FAS Dean’s Office. For lector and senior lector I 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 lector from the department at a higher rank than the candidate (if none is available, then a senior lector from another department)
- the LPD or equivalent (if of a higher rank than the candidate) or relevant course-coordinators (if of a higher rank than the candidate)
- a diversity representative (among or in addition to the required three)
- as needed, other committee members may be drawn from the DLS, the department’s ladder faculty, or instructional faculty at a higher rank than the candidate

For senior lector II candidates, the review committee is also composed of at least three members, including:

- at least two members of the department’s ladder faculty
- the DLS (required)

6 See Faculty Handbook, IV.I.
7 The designated diversity representative should familiarize themselves with the resources on the FAS Dean’s Office website that address diversity and issues related to implicit bias: https://fas.yale.edu/faculty-resources/diversity-and-faculty-development/faculty-search-resources.
• a diversity representative (among or in addition to the required three)\textsuperscript{8}

4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a curriculum vitae and a brief report on accomplishments, activities, and goals. The committee consults with the DLS, the heads of other programs and units, and other language faculty, as appropriate, on all extra-departmental activities.

5. 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 to the department chair. All members of the review committee vote in this stage.

- **Stage two: department-wide 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 chair notifies the FAS Dean’s Office of the outcome of the vote. If the vote is in favor of reappointment, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate’s full curriculum vitae and a letter explaining the rationale for reappointment.

Note: The department chair forwards any recommended reappointment of a senior lector II to the Language Study Committee (LSC), which reviews the case and then makes its recommendation to the FAS Dean’s Office.

6. If the department has voted not to reappoint, the department chair discusses that outcome with the FAS Dean’s Office before conveying the decision to the candidate. The FAS 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. The chair informs the FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

7. The FAS Dean’s Office presents any recommended reappointment to TRAC for final review. In the case of a reappointment of a senior lector II, the FAS Dean’s Office also presents the LSC’s recommendation.

8. If TRAC approves the recommended reappointment, the department chair consults with the FAS Dean’s Office regarding length of term, salary, and other conditions of the appointment. The FAS Dean’s Office drafts a letter of reappointment for the candidate for

---

\textsuperscript{8} See footnote 9.
review by the chair. Following approval of the letter, which must be co-signed by the chair and a relevant dean, the FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

II. Chair’s Reappointment Review

Note: A chair’s reappointment review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (see step 1).

For a senior lector I who holds a three-year appointment whose initial appointment was at the rank of senior lector I, the chair’s reappointment review would take place in years five, eleven, seventeen, and so forth. For a senior lector I who holds a three-year appointment who was promoted to the rank of senior lector I, the chair’s reappointment review would take place in years two, eight, fourteen, and so forth. For a senior lector I who is subsequently promoted to the rank of senior lector II and holds a five-year appointment, it would take place in years four, fourteen, and so forth. The appointment criteria for the lector-track ranks, as set forth by the Language Study Committee with the concurrence of the Steering Committee of the Faculty of Arts and Sciences, can be found here.

Note: Lectors may be reappointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed. Since the review in the penultimate year of the second term for a lector holding a three-year appointment must, therefore, be a promotion review, no faculty member holding the rank of lector is eligible to undergo a chair’s reappointment review. Senior lectors I may also be reappointed for terms varying from one semester to three years, and senior lectors II, one semester to five years, in each case depending on professional accomplishment, development as a teacher, programmatic needs, and available resources.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multiyear appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean’s Office to support the position. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the review may go forward.

2. The chair, in consultation with department faculty and the language program director (LPD), decides whether the department and the candidate would be better served by a full reappointment review. If so, the department may skip forward to section B.II. If not, the department may continue to step 3 of this section. 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 not later than November 15 to FAS Sr. Associate Dean John Mangan (john.mangan@yale.edu). If a full reappointment review is elected, the chair or their successor, in consultation with

---

9 See Faculty Handbook, IV.I.
department faculty, will decide whether the subsequent review will be a full or chair’s reappointment review.

3. Before the end of December, the chair—or their designee drawn from the department’s ladder or eligible\textsuperscript{10} instructional faculty—requests from the faculty members under review a \textit{curriculum vitae} and a brief report on accomplishments, activities, and goals. The candidate may request that a department faculty member other than the chair conduct the review. The candidate would need to make this request in writing not later than November 15 to FAS Sr. Associate Dean John Mangan (john.mangan@yale.edu). The chair (or their designee) consults with the DLS, reviews course evaluations, consults with the heads of other programs and units and other language faculty as appropriate, on all extra-departmental activities. Classroom observations are optional.

4. Before the end of February, 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 case for multiyear reappointment must still be voted on by the department and, if the vote is affirmative, the case would then be forwarded to the FAS Dean’s Office for final disposition. A case for reappointment at the rank of senior lector II would also be reviewed by the Language Study Committee prior to being forwarded to the FAS Dean’s Office.

Note: If a chair's reappointment review reveals serious concerns about the candidate's performance, the chair, before meeting with the candidate, consults with the FAS Dean’s Office and the DLS. The chair may, in consultation with the FAS 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 FAS 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 FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

5. If a multiyear reappointment is recommended, the chair then presents the candidate’s case at a department faculty meeting, which is immediately followed by a vote. As in all such cases, the department conducts a secret ballot vote. All ladder faculty are permitted to vote. Consistent with department practices, instructional faculty of higher rank than the candidate under review, \textit{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 chair notifies the FAS Dean’s Office of the outcome of the vote. If the vote is in favor of reappointment, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate’s full \textit{curriculum vitae} and a brief letter explaining the rationale for reappointment.

\textsuperscript{10} Refers to an instructional faculty member who holds a rank senior to the candidate under review.
Note: The department chair forwards any recommended reappointment of a senior lector II to the Language Study Committee (LSC), which reviews the case and then makes its recommendation to the FAS Dean’s Office.

6. The FAS Dean’s Office presents any recommended reappointment to TRAC for final review. In the case of a reappointment of a senior lector II, the FAS Dean’s Office also presents the LSC’s recommendation.

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

C. **Procedures for Promotion from Lector to Senior Lector I**

Note: A promotion review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (See step 1).

The department chair may propose any lector for promotion to senior lector I, and any lector in a multiyear appointment may request to be so considered. A lector 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 as lector as described above in section B, and (ii) promotion to senior lector I as described below. The appointment criteria for the lector-track ranks, as set forth by the Language Study Committee with the concurrence of the Steering Committee of the Faculty of Arts and Sciences, can be found [here](#).

Note: Lectors may be appointed for terms varying from one semester to three years, renewable to a maximum of six years in the rank. Lectors who are not promoted within six years of continuous appointment are not renewed.11 Promotion to senior lector I may be considered at any time, provided that no lector may be reviewed more than once in any three-academic-year period. A promotion must take place not later than the fifth year in the rank.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multiyear appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean’s Office to support the position. TRAC also assesses the positions of those lector-track faculty not in the penultimate year yet whose departments have put them forward for consideration for promotion. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the

---

11 See *Faculty Handbook*, IV.I.
ongoing need for the position is affirmed, TRAC will inform the department chair that the promotion review may go forward.

2. By the end of October, the department chair appoints a committee to review any lector who is being considered for promotion to senior lector I.

3. The review committee membership must be pre-approved by the FAS Dean’s Office. 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 lector from the department (if none is available, then a senior lector from another department)
   - the LPD or equivalent (if of a higher rank than the candidate) or relevant course-coordinators (if of a higher rank than the candidate)
   - a diversity representative (among or in addition to the required three)\(^{12}\)
   - as needed, the DLS (eligible in all cases, but required if the LPD or equivalent and relevant course coordinators are ineligible)

4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a curriculum vitae and a brief report on accomplishments, activities, and goals. The committee consults with the DLS, the heads of other programs and units, and other language faculty, as appropriate, on all extra-departmental activities. The committee requests current reference letters from at least two appropriate faculty either within or outside the university, depending on the candidate’s experience.

5. Voting in the promotion 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 to the department chair. All members of the review committee vote in this stage.
   - **Stage two: department-wide vote.** As in all such cases, the department conducts a secret ballot vote on the proposed promotion. All ladder faculty are permitted to vote. Consistent with department practices, instructional faculty at or above the rank to which the candidate is being considered for promotion, 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 chair notifies the FAS Dean’s Office of the outcome of the vote. If the vote is in favor of promotion, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate’s full curriculum vitae, a letter explaining the rationale for promotion, and all letters of recommendation.

---

\(^{12}\) The designated diversity representative should familiarize themselves with the resources on the FAS Dean’s Office website that address diversity and issues related to implicit bias: [https://fas.yale.edu/faculty-resources/diversity-and-faculty-development/faculty-search-resources](https://fas.yale.edu/faculty-resources/diversity-and-faculty-development/faculty-search-resources).
6. If the department has voted not to promote, the department chair discusses that outcome with the FAS Dean’s Office before conveying the decision to the candidate. The FAS 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 informs the candidate when they will next be (i) reviewed for reappointment as lector, and (ii) eligible for review for promotion to senior lector I. The chair informs the FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

7. The FAS Dean’s Office presents any recommended promotion to TRAC for final review.

8. If TRAC approves the recommended promotion, the department chair consults with the FAS Dean’s Office regarding length of term, salary, and other conditions of the appointment. Appointments following promotion vary in duration from one semester to three years, depending on the candidate’s professional accomplishment, development as a teacher, programmatic needs, and available resources. The FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

D. Procedures for Promotion from Senior Lector I to Senior Lector II

Note: A promotion review may only go forward if the Teaching Resource Advisory Committee (TRAC) approves in advance the ongoing resources necessary to support the position (See step 1).

A senior lector I may be considered for promotion to senior lector II at the time of the next regular departmental review following the fourth year in the rank of senior lector I.13 No senior lector I may be reviewed for promotion to senior lector II more than once in any three-academic-year period. The department chair may propose any senior lector I for promotion to senior lector II, and any senior lector I in a multiyear appointment may request to be so considered. Typically, the promotion review coincides with a reappointment review. A senior lector I 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 as senior lector I as described in section B above, and (ii) promotion to senior lector II as described below. The appointment criteria for the lector-track ranks, as set forth by the Language Study Committee with the concurrence of the Steering Committee of the Faculty of Arts and Sciences, can be found here.

1. By the end of September, TRAC will complete an assessment of the positions of those lector-track faculty in the penultimate year of a multiyear appointment in terms of the ongoing, demonstrated need for instruction in the language and the availability of resources as authorized by the FAS Dean’s Office to support the position. TRAC also assesses the positions of those Lector-track faculty not in the penultimate year yet whose departments

13 In unusual circumstances, promotion may be considered during an earlier year at the rank of senior lector I, if authorized by the FAS Dean’s Office.
have put them forward for consideration for promotion. The department chair and the director of language study (DLS) are consulted in the course of these assessments. If the ongoing need for the position is affirmed, TRAC will inform the department chair that the promotion review may go forward.

2. By the end of October, the department chair appoints a committee to review any senior lector I who is being considered for promotion to senior lector II.

3. The review committee membership must be pre-approved by the FAS Dean’s Office. The review committee is composed of at least three members, including:
   - at least one member of the department’s ladder faculty
   - all senior lectors II in the department; if none is available, the committee must include at least one senior lector II from a different department
   - a diversity representative (among or in addition to the required three)
   - the DLS is also eligible to serve as needed on the committee

4. The review committee schedules classroom observations and considers student teaching evaluations. It requests from the faculty member under review a curriculum vitae, a report on current and recent activities and future goals, and a portfolio of achievements as senior lector I. The committee consults with the DLS, language professionals, and heads of other programs and units both within and outside the University, as appropriate, on all of the candidate’s extra-departmental and extra-University activities. The committee requests reference letters from at least two appropriate faculty within the University, and at least two appropriate faculty outside of the University (e.g., colleagues from professional organizations or collaborators on materials development or research projects).

5. Voting in the promotion 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 to the department chair. All members of the review committee vote in this stage.
   - **Stage two: department-wide vote.** As in all such cases, the department conducts a secret ballot vote on the proposed promotion. All ladder faculty are permitted to vote. Consistent with department practices, instructional faculty at or above the rank to which the candidate is being considered for promotion, 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 chair notifies the FAS Dean’s Office of the outcome of the vote. If the vote is in favor of promotion, the department chair submits to the Office of Faculty Administrative Services (OFAS) the candidate’s full curriculum vitae, a letter explaining the rationale for the promotion, and all letters of recommendation.

---

14 The designated diversity representative should familiarize themselves with the resources on the Provost’s Office website that address diversity and issues related to implicit bias: [http://provost.yale.edu/faculty-resources/faculty-search-committee-resources/media-resources-implicit-bias](http://provost.yale.edu/faculty-resources/faculty-search-committee-resources/media-resources-implicit-bias).
Note: The department chair forwards any recommended promotion to the Language Study Committee (LSC), which reviews the case and then makes its recommendation to the FAS Dean’s Office.

6. If the department has voted not to promote, the department chair discusses that outcome with the FAS Dean’s Office before conveying the decision to the candidate. The FAS 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 informs the candidate when they will next be (i) reviewed for reappointment as senior lector I, and (ii) eligible for review for promotion to senior lector II. The chair informs the FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

7. The FAS Dean’s Office presents any recommended promotion to TRAC for final review.

8. If TRAC approves the recommended promotion, the department chair consults with the FAS Dean’s Office regarding length of term, salary, and other conditions. Appointments following promotion 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 FAS 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 FAS Dean’s Office sends it to the candidate, with copies to the chair, OFAS, and the DLS.

Last updated: 9/18/18