**Letter or E-mail to Candidate Requesting Materials for Chair’s Reappointment Review of Lecturer-Track Faculty in the School of Engineering and Applied Science**

[Date]

XXXXX XXXXX

Rank, Department of XXXXXX

Yale University

Dear XXXXX,

202X-2X is the penultimate year of your current appointment,and accordingly,SEAS procedures require that the department undertake a Chair’s Reappointment Review of your performance if you wish to be considered for reappointment. If so, I ask that you send to me a letter indicating your interest in being renewed, as well as a description of your professional accomplishments, activities, and goals. This should be accompanied by a current copy of your curriculum vitae and all syllabi from the past five years to which you have substantively contributed. Please provide an explanation for any semester in which your courseload was not two (2) courses. If there are additional materials you would like us to take into account, please include those items.

In my role as Chair, I will oversee the review and will determine if classroom observations are necessary. There will be no review committee. I will review teaching evaluations, consult inside and outside the department as needed, and then I will meet with you to discuss your performance.

A few contingencies:

1. You may request to have a department faculty member *other than me* conduct the review. You would need to make this request in writing as soon as possible and not later than January X, 20XX. Please send it to [seas.facultyaffairs@yale.edu](mailto:seas.facultyaffairs@yale.edu), with a copy to SEAS Assistant Dean Kristin Flower (Kristin.flower@yale.edu).
2. You have the option of requesting a Full Reappointment Review if you believe it would better serve you and the department. You would need to make this request in writing as soon as possible and not later than January X, 20XX. Please send it to [seas.facultyaffairs@yale.edu](../seas.facultyaffairs@yale.edu), with a copy to SEAS Assistant Dean Kristin Flower (Kristin.flower@yale.edu).
3. To conduct the review, I may designate another ladder faculty member or an instructional faculty member who holds a rank senior to yours.
4. If the Chair's Reappointment Review raises serious questions about your performance, I will recommend that you be reappointed for one additional year beyond your current term-end date. In doing so, I will, in addition to working with you to remediate the identified concerns, require a Full Reappointment Review in the academic year immediately following the completion of the Chair's Reappointment Review.

As in all such cases, my or my designee’s recommendation regarding your multiyear reappointment will be voted on at a meeting of department faculty. The department's recommendation, in turn, will be forwarded to the SEAS Teaching Resource Advisory Committee (TRAC) and the SEAS Dean’s Office for final disposition. In order to complete this process in a timely fashion, I ask that you submit your materials to me no later than January X, 20XX

If you have any questions about any aspect of this process, please do not hesitate to contact me.

Sincerely,

XXXXX XXXXX

Chair, Department of XXXX

cc: seas.facultyaffairs@yale.edu

Kristin Flower, Assistant Dean for Faculty Affairs