**Letter or E-mail to Referees for Promotion to Senior Lecturer**

**in the School of Engineering and Applied Science**

*The substantial responses of at least three referees will be sought to inform the qualifications of an internal candidate for promotion to Senior Lecturer. These letters must be solicited and reviewed by the department review committee. A blend of internal and external referees should be chosen that reflects the locus and duration of the candidate’s teaching and other professional experience. For example, two external referees and one internal referee might be chosen for a candidate whose teaching experience consists of six years outside Yale and three years at Yale; but three internal referees might be chosen for a candidate who has taught exclusively at Yale.*

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Yale University is currently preparing to consider the promotion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the rank Lecturer to Senior Lecturer. We would be very grateful if you could help us in evaluating [Mr./Ms./Dr.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s teaching, programmatic, and pedagogical achievements at this stage of their career. Your letter will be of assistance to the committee I have appointed to review [Mr./Ms./Dr.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for promotion, to the whole of the Department, and to the Steering Committee of the School of Engineering and Applied Science if the Department recommends [Mr./Ms./Dr.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for promotion.

The standard for promotion to Senior Lecturer at Yale University requires substantial teaching experience (normally at least six years of full-time experience, at Yale or elsewhere) with documented evidence of excellence.  Candidates normally will have earned the Ph.D. or its equivalent or another appropriate terminal degree.  Candidates for promotion will have demonstrated evidence of professional growth and activity, either at Yale, nationally, or internationally, in support of the Department’s teaching mission.  They may also have participated in directing or developing courses and materials, contributed to the training of teachers, and served on departmental committees.

I have [enclosed/attached] a copy of [Mr./Ms./Dr.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s *curriculum vitae* and their statement of accomplishments, activities, and goals. Please let me know as soon as possible if you would be willing to undertake this evaluation.

If you do agree to provide a letter, it would be most helpful if we could have your response by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may mail your letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may also simply email the letter to me at [first.last@yale.edu].

On behalf of my colleagues, I would like to thank you for your kind assistance.

Sincerely,

XXXXX XXXXX

Chair, Department of XXXX

cc: seas.facultyaffairs@yale.edu

 Kristin Flower, Assistant Dean of Faculty Affairs