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

[Date]

XXXXX XXXXX

Rank, Department of XXXXXX

Yale University

Dear XXXXX,

As we recently discussed, you may be reviewed this year for promotion to Senior Lecturer/Senior Lecturer II.

Please send me as soon as possible a letter confirming your interest in being reviewed for this promotion, 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.

I will appoint a committee to review you for promotion. It will include ladder and instructional faculty. Faculty from other departments may be included, and as appropriate, consulted regarding your extra-departmental activities. The review will include scheduled classroom observations and consideration of your teaching evaluations. For a promotion to Senior Lecturer/Senior Lecturer II, we will also seek three letters of recommendation. You are welcome to submit the names of prospective referees, though the final list will be determined by the committee.

The review committee will submit its recommendation regarding your promotion to me as Chair, which, as in all such cases, will be followed by a department vote conducted by secret ballot. If the vote for promotion is unsuccessful, your current appointment will remain unchanged. 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