Yale ***Faculty of Arts and Sciences***

**Instructional Appointment Phone Reference Form**

To be used for short-term (one semester or one year) initial appointments[[1]](#footnote-1) in the FAS or

Yale College at these ranks:

-Senior Lector I -Senior Lecturer

-Lector -Lecturer

Calls should be conducted and forms filled out by the Chair or DUS or, in language programs, the Chair, DUS, or the Language Program Director.

**Note:** Two phone recommendations are required for initial appointments at the ranks cited above except for Senior Lecturer, which requires three. In lieu of the phone recommendations, departments and programs still retain the option of submitting letters of recommendation as part of the candidate’s appointment paperwork.

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| Candidate’s Name: | | | | |  | | | | | | | | |
| Candidate’s current title and place of employment (if applicable): | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Name, title, and place of employment of referee as provided by the candidate: | | | | | | | | | | | | | |
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| 1. How long and in what capacity have you known the candidate? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 1. Please rate the candidate’s ability to teach in a college setting? | | | | | | | | | | | | | |
| Fair |  | Good | | | | |  | Very Good |  | Exceptional |  |
| 1. Have you ever had or are you aware of any concerns that have ever been raised with regard to the candidate’s conduct either inside or outside of the classroom? | | | | | | | | | | | | | |
| Yes |  | | No | | |  | |
| If yes, please explain: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. Are there any other comments you would like to share about the candidate or their performance as a teacher? | | | | | | | | | | | | | |
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| Call conducted by: | | | | | |  | | | | | | | |
| Department or Program: | | | | | |  | | | | | | | |
| Date of Call: | | | | | |  | | | | | | | |

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| Signature: | Yale extension: |  |

Last updated: 7/3/18

1. Initial appointments are not typically made at the ranks of Senior Lector II and Senior Lecturer II. [↑](#footnote-ref-1)