Post-review letter for faculty reappointed as Assistant Professor

*In preparing this letter, chairs and divisional deans should refer to the* [*FASTAP Implementation Committee Recommendations from June 23, 2017*](http://fas.yale.edu/fastap-implementation-committee-recommendations-june-23-2017)*. This letter is described on pages 5–6 and 11–13 of those recommendations. Please note especially that pages 11–13 provide illustrative examples of evaluative paragraphs that include graded language. This template supersedes the example template proposed on page 14 of the recommendations.*

Dear [Candidate Name],

[paragraph offering congratulations, ending with “By vote of the faculty of the Department of/Program in [xxxxxx], the Tenure and Appointments Committee, and the Joint Boards of Permanent Officers, you have been recommended to the Board of Trustees for reappointment as Assistant Professor, effective [Appointment Start Date] through [Appointment End Date].”]

This letter summarizes the evaluation of your work that emerged during the review. It represents an interim assessment, but future promotions will be decided on the basis of an assessment of your achievements at that time relative to the given standard for that promotion. According to Connecticut state law, you have the right, should you disagree with any of the information contained in this letter, to submit a written statement explaining your position. Such a statement would be maintained as part of your file.

[paragraph addressing scholarship; a summary sentence at the beginning or end of the paragraph should include a clear overall assessment using the following graded language: “exceptionally favorable,” “highly favorable,” “somewhat/generally favorable,” or “unfavorable”]

[paragraph addressing any criticisms/suggestions from referees or from review committees]

[paragraph addressing teaching, including addressing any concerns raised by referees, trainees, evaluations, or from review committees; a summary sentence at the beginning or end of the paragraph should include a clear overall assessment using the following graded language: “exceptionally favorable,” “highly favorable,” “somewhat/generally favorable,” or “unfavorable”]

[paragraph addressing service activities; a summary sentence like the following should be included: “Your contributions to departmental, university, and professional service are [appropriate/above the call of duty/below what we normally expect] for a colleague on the tenure track.” For overcommitted faculty members, you might consider including a sentence like the following: “You should be careful not to allow your service commitments to distract you from your scholarship and teaching.”]

We look forward to working with you as you move forward in your career. At Yale, the standard for obtaining tenure differs significantly from, and is much more demanding than, the standard for reappointment at the rank of assistant professor. For your reference, criteria for promotion to tenure are available at <https://fas.yale.edu/criteria-tenure-or-aopt-prof-fastap-2016>. The judgments that inform the University’s tenure decisions are not made, in most cases, until the candidate’s seventh year at Yale. The dossier that will be considered at the time of tenure review will include this letter and all additional contributions to your research, teaching, and service, as well as confidential evaluations from distinguished scholars outside of Yale.

Due to the complex nature of the tenure evaluation, please understand that this letter does not offer a prescription for achieving promotion. Rather, it reflects our best judgment of things to work on based on the reappointment review, to be followed or not as you see fit. It bears emphasizing that you will have to decide for yourself the best approach for your career development, from the knowledge you have of your particular field and of the criteria for promotion. The ultimate responsibility for career trajectory and success lies with each faculty member, a fact we respect. Nothing in this letter is intended to suggest that you will or will not achieve tenure, nor is this letter intended to assure you that you will be promoted if you take certain actions.

We stand prepared to offer assistance and advice as you proceed, and we urge you to consult widely among your colleagues at Yale and elsewhere. Please communicate with either or both of us if you have concerns about the guidance you are receiving.

Cordially,

[Chair Name]

Chair of [Department Name]

[Dean Name]

Dean of [Division Name] {alternately: Chair of the [Area Name] Advisory Committee}

cc: Steven Wilkinson, Dean, Faculty of Arts and Sciences

[Humanities: John Mangan, Sr. Associate Dean, Faculty of Arts and Sciences]

[Social Science, Science, SEAS: Robert Burger, Sr. Associate Dean, Faculty of Arts and Sciences]

Jason Zentz, Sr. Associate Dean of Academic and Faculty Affairs, Faculty of Arts and Sciences

Mary Magri, Senior Director, Finance and Administration, FAS, Graduate School, and Yale College

Sara Marks, Director, Office of Faculty Administrative Services

[Department Operations Manager]

[Department Chair’s Assistant]

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