YSPH PROMOTION & REAPPOINTMENT PROCESS: LADDER AND RESEARCH TRACK FACULTY
**YSPH FACULTY PROMOTIONS**

**LADDER TRACK**

1. **Assistant to Associate Professor with term**

   A faculty member can only be appointed as Assistant Professor without track designation for a maximum of 2 terms (3 years/term) or 6 years. This includes all years (up to three) of full-time teaching at other institutions, excluding years in which the faculty member did not hold the Ph.D. or its equivalent for any part of the academic year.

   a. All candidates will be reviewed in the 5th year as Assistant Professor.
      ➢ Individual consultation with Department Chair. Department Chair consults with departmental faculty at the rank of Associate Professor and above. Departmental recommendation is communicated to YSPH A&P Committee.
      ➢ Candidate reviewed (CV, CV Supplement, annotated bibliography, selected publications and teaching evaluations are reviewed) and discussed at YSPH A&P Committee meeting.

   b. If the YSPH A&P Committee determines the candidate meets the criteria for promotion (See Faculty Handbook and YSPH Faculty Expectations) and recommends proceeding with the promotion process, an Evaluation Committee (Appendix A) is formed. Full dossier (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations) of candidate is distributed to Evaluation Committee. If the YSPH A&P Committee recommends the candidate wait an additional year before proceeding with the promotion process, the candidate will be reviewed again in the 6th year. If the candidate would still like to proceed with the promotion process despite the Committee’s recommendation., the promotion process would then proceed. The candidate can also request to wait the additional year (until the 6th year) before proceeding with the promotion process.

c. Preliminary written report with Evaluation Committee’s recommendation whether or not to proceed with the promotion process is submitted to the Dean of Public Health. The report also contains the committee’s recommendation for proposed faculty track. If the proposed faculty track is the Clinician-Educator, Clinician-Scholar or the Investigator Track, the committee also recommends whether the faculty member should retain an appointment at the Graduate School (Appendix B).

d. If proceeding with the promotion process, **10 referee letters are solicited. These letters are considered highly confidential and are not shared with the candidate.**
   ➢ 5 are to be suggested by the department, all must be from arm’s-length referees and are not shared with the candidate.
   ➢ 5 are to be suggested by the candidate, of which
      ✓ 2 must be arm’s-length, and
      ✓ up to 3 can be non-arm’s length including internal references, or mentors, or collaborators who can address clinical expertise, creative leadership in team science, and/or teaching as appropriate.

**Minimum that must be received to move forward with the appointment or promotion:**

6, of which 4 must be from arms-length referees. The Dean’s Office or the department has the option of requesting additional letters if clarification or explication of qualifications is required.
Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

e. Once letters are received, the Evaluation Committee reconvenes, votes via a blind ballot, and submits a written report with a recommendation on whether or not to proceed with the promotion process to the Dean of Public Health for review. The Committee report is advisory only and in the case of a negative vote, the process may still proceed at the Dean’s discretion.

f. **Eligible departmental faculty vote (Associate Professors and above).** If the Evaluation Committee recommends proceeding, the Evaluation Committee chair typically presents the proposed promotion to eligible departmental voting faculty. Voting is conducted via a blind ballot.

g. **YSPH Provost’s Standing Appointments & Promotions (A&P) Committee (Appendix A).** If the faculty vote is positive, it is the Dean’s responsibility to represent faculty opinion to the YSPH Provost’s Standing A&P Committee, where the proposed promotion is presented by Primary and Secondary reviewers, along with candidate promotion materials. Voting is conducted via a blind ballot.

h. **Board of Permanent Officers (School of Medicine) approval (Appendix A).** If the YSPH Provost’s Standing A&P Committee vote is positive, it then requires BPO approval. The BPO meetings are coordinated by YSM Faculty Affairs.

i. **Yale Corporation approval (Appendix A).** Following BPO approval, the proposed promotion requires Yale Corporation approval. This is coordinated by YSM Faculty Affairs and is the final step in the promotion process.

2. **Associate Professor with term to tenure (Traditional Track)**  
An Associate Professor in the Traditional Track must be promoted to tenure by his/her 10th year in the ladder ranks. This includes all years (up to three) of full-time teaching at other institutions, excluding years in which the faculty member did not hold the Ph.D. or its equivalent for any part of the academic year.

- Candidate is reviewed by both the YSPH A&P Committee (to provide feedback to the candidate and an Evaluation Committee) in the 8th year to recommend final track designation since a transfer of track cannot occur within 2 years of the appointment term end date. Any candidate who wishes to transfer to the Clinician-Educator, Clinician-Scholar, or Investigator Tracks must have a request submitted by the end of the 8th years towards tenure as per University policy. If a transfer in track is requested, retaining a Graduate School appointment would need to be considered as well (Appendix B). The candidate is also reviewed to determine if a tenure slot is to be requested by September 1st of that year.
- Individual consultation with Department Chair. Department Chair consults with other departmental faculty at the rank of Associate Professor with tenure and above. Departmental recommendation is communicated to YSPH A&P Committee.
- Candidate is reviewed (CV, CV Supplement, annotated bibliography, selected publications and teaching evaluations are reviewed) and discussed at YSPH A&P Committee meeting.

b. If the YSPH A&P Committee determines the candidate meets the criteria for promotion (See Faculty Handbook and YSPH Faculty Expectations) and recommends proceeding with the slot request/promotion process, an Evaluation Committee (Appendix A) is formed. Full dossier (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations) of candidate is distributed to Evaluation Committee.
c. Evaluation Committee votes via blind ballot and submits written report to Dean of Public Health with recommendation whether or not to continue with the slot request/promotion process. The report contains the committee’s findings as to whether the need for a tenure slot exists and if so, why the individual under consideration is the best candidate for the slot. If not, the candidate would be reviewed again in the 9th year if the Evaluation Committee recommends it would be beneficial for the candidate to wait the additional year. The candidate may also request to wait until the 9th year before being considered. The Committee report is advisory only and in the case of a negative vote, the process may still proceed at the Dean’s discretion.

d. If Evaluation Committee report recommends proceeding with the promotion process, YSPH Dean will forward the slot request to YSM Sr. Faculty Allotment Committee. If the report is negative or mixed, the Dean of Public Health will meet with the candidate to discuss the outcome and options.

e. If a tenure slot is awarded, 12 outside, “arms-length” reference letters are solicited by Dean, YSM. **These letters are considered highly confidential and not shared with the candidate:**

   - 6 suggested by the department, all must be from arm’s-length referees and are not shared with the candidate.
   - 6 suggested by the candidate, of which
     - 2 must be arm’s-length, and
     - up to 4 can be non-arm’s length including **internal** references, or mentors, or collaborators who can address clinical expertise, creative leadership in team science, and/or teaching as appropriate.

   **Minimum that must be received in order to move forward with the appointment or promotion: 8, of which 6 must be from arms-length’s referees.** The Dean’s Office or the department has the option of requesting additional letters if clarification or explication of qualifications is required.

   Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

f. Proceed as above (see page 1, highlighted letters e-i)

3. **Associate Professor with tenure to Professor (Traditional Track)**

   **Associate Professor with tenure should be considered within 5 years for promotion to Professor, and at 5 yr intervals thereafter.**

a. Candidate is reviewed by the YSPH A& P Committee in the 5th year as Associate Professor with tenure for promotion to Professor with tenure.

   - Individual consultation with Department Chair. Department Chair consults with other departmental faculty at the rank of Professor. Departmental recommendation is communicated to YSPH A&P Committee.
   - Candidate is reviewed (CV, CV Supplement, annotated bibliography, selected publications and teaching evaluations are reviewed) and discussed at YSPH A&P Committee meeting.
   - A Graduate School appointment accompanies a proposed promotion to Professor in the Traditional Track. (Appendix B)

b. If the YSPH A&P Committee determines the candidate meets the criteria for promotion (See Faculty Handbook and YSPH Faculty Expectations) and recommends proceeding with the promotion process, an Evaluation Committee (Appendix A) is formed. Full dossier (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations) of
candidate is distributed to Evaluation Committee. If the YSPH Committee suggests waiting before proceeding with the process for promotion, the candidate would be reviewed again within the next 5 years. If candidate would like to proceed with the promotion process despite the Committee’s recommendation, the promotion process would then proceed.

c. Evaluation Committee votes via a blind ballot and submits written report to Dean of Public Health with recommendation whether or not to proceed with the promotion process. A slot request is not necessary since tenure has already been conferred. The Committee report is advisory only and in the case of a negative vote, the process may still proceed at the Dean’s discretion.

d. If Evaluation Committee report recommends proceeding with the promotion process, 12 referee letters are solicited by Dean, YSM. These letters are considered highly confidential and not shared with the candidate.

- 6 to be suggested by the department, all must be from arm’s-length referees and are not shared with the candidate.
- 6 suggested by the candidate, of which
  - 2 must be arm’s-length, and
  - up to 4 can be non-arm’s length including internal references, or mentors, or collaborators who can address clinical expertise, creative leadership in team science, and/or teaching as appropriate.

Minimum that must be received in order to move forward with the appointment or promotion: 8, of which 6 must be from arms-length’s referees. The Dean’s Office or the department has the option of requesting additional letters if clarification or explication of qualifications is required.

Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

e. Proceed as above (see page 1, highlighted letters e-i)

4. Associate Professor, Investigator Track to Professor, Investigator Track
An Associate Professor in the Investigator Track can only serve 2 terms (up to 10 years) as Associate Professor in the Investigator Track and then must be promoted to Professor in the Investigator Track.

a. Candidate is reviewed by the YSPH A&P Committee in the 5th year as Associate Professor, Investigator Track for promotion and again by the 9th year as Associate Professor in the Investigator Track (if not already promoted by then).

- Individual consultation with Department Chair. Department Chair consults with other departmental sr. faculty at the rank of Professor. Departmental recommendation is communicated to YSPH A&P Committee.
- Candidate is reviewed (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations are reviewed) and discussed at YSPH A&P Committee meeting.

b. If the YSPH A&P Committee determines the candidate meets the criteria for promotion (See Faculty Handbook and YSPH Faculty Expectations) and recommends proceeding with the slot request/promotion process, an Evaluation Committee (Appendix A) is formed. Full dossier (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations) of candidate is distributed to Evaluation Committee. If the YSPH Committee suggests reappointment at the 5th year review, the process for reappointment would begin (see page 12) and the candidate would be reviewed for promotion to Professor again in the 9th year (unless there is reason to consider for promotion prior to the 9th year). If the candidate would like to proceed with the promotion process despite the Committee’s recommendation, the promotion process would then proceed.
c. Evaluation Committee votes via blind ballot and submits written report to Dean of Public Health with recommendation whether or not to proceed with the slot request/promotion process. Report contains the committee’s findings as to whether the need for a slot exists and if so, why the individual under consideration is the best candidate for the slot. In addition, the committee recommends whether the faculty member should be appointed at the Graduate School as well. (Appendix B).

d. If Evaluation Committee report recommends proceeding with the promotion process, YSPH Dean will forward the slot request to YSM Sr. Faculty Allotment Committee. If the report is negative or mixed, the Dean of Public Health will meet with the candidate to discuss the outcome and options. The Committee report is advisory only and in the case of a negative vote, the process may still proceed at the Dean’s discretion.

e. If a slot is awarded, 12 referee letters are solicited by Dean, YSM. These letters are considered highly confidential and not shared with the candidate.

- 6 to be suggested by the department, all must be from arm’s-length referees and are not shared with the candidate.
- 6 suggested by the candidate, of which
  - 2 must be arm’s-length, and
  - up to 4 can be non-arm’s length including internal references, or mentors, or collaborators who can address clinical expertise, creative leadership in team science, and/or teaching as appropriate.

Minimum that must be received in order to move forward with the appointment or promotion: 8, of which 6 must be from arm’s-length referees. The Dean’s Office or the department has the option of requesting additional letters if clarification or explication of qualifications is required.

Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

f. Proceed as above (see page 1, highlighted letters e-i)
5. Associate Professor, Clinician-Educator or Clinician-Scholar Track with term to Professor, Clinician-Educator or Clinician-Scholar Track

There is no limit to the number of terms (up to 5-year terms) a faculty member can be appointed at the rank of Associate Professor in the Clinician-Educator (C/E) or Clinician-Scholar Track (C/S).

a. Candidate is reviewed by the YSPH A&P Committee in the last year of current appointment term as Associate Professor, C/E or C/S Track.
   - Individual consultation with Department Chair. Department Chair consults with other departmental sr. faculty at the rank of Professor. Departmental recommendation is communicated to YSPH A&P Committee.
   - Candidate is reviewed (CV, CV Supplement, annotated bibliography, selected publications and teaching evaluations are reviewed) and discussed at YSPH A&P Committee meeting.

b. If the YSPH A&P Committee determines the candidate meets the criteria for promotion (See Faculty Handbook and YSPH Faculty Expectations) and recommends proceeding with the promotion process, an Evaluation Committee (Appendix A) is formed. Full dossier (CV, CV Supplement, annotated bibliography, selected publications, and teaching evaluations) of candidate is distributed to Evaluation Committee. If the YSPH Committee suggests reappointment instead, the reappointment process would begin (see page 11) and the candidate would be reviewed for promotion again within the next five years. If the candidate would like to proceed with the promotion process despite the Committee’s recommendation, the promotion process would then proceed.

c. Evaluation Committee written report with recommendation whether or not to proceed with the promotion process is submitted to the Dean of Public Health. Report contains the committee’s findings as to whether the need for a slot exists and if so, why the individual under consideration is the best candidate for the slot. In addition, the committee recommends whether the faculty member should be appointed at the Graduate School as well. (Appendix B)

d. If Evaluation Committee report recommends proceeding with the promotion process, YSPH Dean will forward the slot request to YSM Sr. Faculty Allotment Committee. If the report is negative or mixed, the Dean of Public Health will meet with the candidate to discuss the outcome and options. The Committee report is advisory only and in the case of a negative vote, the process may still proceed at the Dean’s discretion.

e. If a slot is awarded, 12 referee letters are solicited by Dean, YSM. These letters are considered highly confidential and not shared with the candidate.
   - 6 to be suggested by the department, all must be from arm’s-length referees and are not shared with the candidate.
   - 6 suggested by the candidate, of which
     - 2 must be arm’s-length, and
     - up to 4 can be non-arm’s length including internal references, or mentors, or collaborators who can address clinical expertise, creative leadership in team science, and/or teaching as appropriate.

Minimum that must be received in order to move forward with the appointment or promotion: 8, of which 6 must be from arms-length’s referees. The Dean’s Office or the department has the option of requesting additional letters if clarification or explication of qualifications is required.

Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

e. Proceed as above (see page 1, highlighted letters e-i)
RESEARCH TRACK

There is no limit to the number of terms one can serve in the research ranks at any level.

1. **Promotion to Research Scientist** (Up to 3-year renewable appointment term)
   
   Associate Research Scientists are reviewed annually.

   a. Individual’s mentor/PI suggests promotion to Department Chair. Department Chair consults with senior faculty (Associate Professor and above) in Department.

   b. Departmental recommendation is presented to the YSPH A&P Committee by the Department Chair or PI. The YSPH A&P Committee evaluates candidate (CV, Research Statement, annotated bibliography, and selected publications are reviewed) and determines whether or not to proceed with the promotion process. Department Chair provides feedback to the mentee and PI (if PI is not present at the Committee meeting). If the candidate would like to proceed with the promotion process despite the Committee’s recommendation, the promotion process would then proceed.

   c. If proceeding with the promotion process, 6 external, “arms length” letters of evaluation are solicited by the Dean of Public Health. **These letters are considered highly confidential and are not shared with the candidate.** Half of the referees are suggested by the candidate and half are suggested by the Department/mentor and not shared with the candidate. Solicitation letters include CV, Research Statement, annotated bibliography and selected publications (up to 5).

   d. YSPH A&P Committee reviews letters and determines whether or not to proceed with promotion process.

   e. If the YSPH A&P Committee is in favor of proceeding with the promotion process, the individual’s mentor/PI presents the candidate to eligible departmental voting faculty (Associate Professors and above). The vote is conducted via a blind ballot.

   f. If the faculty vote is positive, proceed as above (see page 2, highlighted letters g-i); however, the proposed promotion is handled as a “file review” at the YSPH Provost’s Standing A&P Committee meeting (a presentation is not required unless requested by a member of the YSPH Provost’s Standing A&P Committee).

2. **Promotion to Sr. Research Scientist** (Up to 5-year renewable appointment term)
   
   Research Scientists are reviewed in the 3rd year of their current appointment term.

   a. Individual’s mentor suggests promotion to Department Chair. Department Chair consults with senior faculty in the Department at the rank of Professor.

   b. Departmental recommendation is presented to the YSPH A&P Committee by the Department Chair or PI. The YSPH A&P Committee evaluates candidate (CV, Research Statement, annotated bibliography and selected publications are reviewed) and determines whether or not to proceed with the promotion process. Department Chair provides feedback to the mentee and PI (if PI is not present at the Committee meeting). If the candidate would like to proceed with the promotion process despite the Committee’s recommendation, the promotion process would then proceed.

   c. If proceeding with the promotion process, 6 external, “arms length” letters of evaluation are solicited by the Dean of Public Health. **These letters are considered highly confidential and not shared with the candidate.** Half of the referees are suggested by the candidate and half are suggested by the Department/mentor and not shared with the candidate. Solicitation letters include CV, Research Statement, annotated bibliography and selected publications (up to 5).

   d. YSPH A&P Committee reviews letters and determines whether or not to proceed with the promotion process.
e. If the YSPH A&P Committee is in favor of proceeding with the promotion process, the individual’s mentor/PI presents the candidate to the CPO. The vote is conducted via a blind ballot.

f. If the faculty vote is positive, proceed as above (see page 2, highlighted letters g-i); however, the proposed promotion is handled as a “file review” at the YSPH Provost’s Standing A&P Committee meeting (a presentation is not required unless requested by a member of the YSPH Provost’s Standing A&P Committee).
YSPH FACULTY REAPPOINTMENTS

LADDER TRACK

1. Assistant Professor (Up to 3-year term)
   An Assistant Professor without track designation can only serve up to 2 terms, or 6 years, as Assistant Professor. This includes all years (up to three) of full-time teaching at other institutions, excluding years in which the faculty member did not hold the Ph.D. or its equivalent for any part of the academic year.

   a. Individual consultation with Department Chair. Department Chair consults with departmental faculty at the rank of Associate Professor and above.
   b. Departmental recommendation is presented to the YSPH A&P Committee for discussion/review (CV, CV Supplement, annotated bibliography and teaching evaluations are reviewed). The YSPH A&P Committee determines whether or not to proceed with the reappointment process. A Graduate School appointment accompanies all Assistant Professor appointments in an undesignated track.
   c. If the YSPH A&P Committee is in favor of proceeding with the reappointment process, the candidate is presented by the Department Chair to eligible departmental faculty for voting (Associate Professors and above). Voting is conducted using blind ballots. If the vote is positive, no further action is required.

2. Assistant Professor, Clinician-Educator Track (Up to 3-year renewable term)
   There is no limit to the number of terms one can serve at the rank of Assistant Professor, Clinician-Educator. Initial appointment as Assistant Professor in the Clinician-Educator track can occur after completion of one year as Assistant Professor (undesignated track). This is the only track that can be designated at the rank of Assistant Professor. Reappointment at this rank requires formal review every other term (every 6 years)

   Initial Reappointment:
   a. Individual consultation with Department Chair. Department Chair consults with departmental faculty at the rank of Associate Professor and above at the beginning of the 3rd year of current appointment term.
   b. Departmental recommendation is presented to the YSPH A&P Committee for discussion/review (CV, CV Supplementand teaching evaluations are reviewed). YSPH A&P Committee determines whether or not to proceed with the reappointment process and recommends whether a Graduate School appointment should be considered.
   c. If the YSPH A&P Committee is in favor of proceeding with the reappointment process, the candidate is presented by the Department Chair to eligible departmental faculty for voting (Associate Professors and above). Voting is conducted using blind ballots. If the vote is positive and a Graduate School appointment is not recommended, no further action is required. If a Graduate School appointment (Appendix B) is recommended, the proposed reappointment would need to be presented to the YSPH Provost’s Standing A&P Committee for approval.

   Every other Reappointment Term (every 6 years):
   a. Individual consultation with Department Chair at the beginning of the 6th year of current appointment term. Department Chair consults with departmental faculty at the rank of Associate Professor and above.
   b. Departmental recommendation is presented to the YSPH A&P Committee for discussion/review (CV, CV Supplement, annotated bibliography and teaching evaluations are reviewed). YSPH
A&P Committee recommends whether or not to proceed with the reappointment process and whether a Graduate School appointment should be considered (Appendix B).

c. If the YSPH A&P Committee determines the candidate meets the criteria for reappointment (See Faculty Handbook and YSPH Faculty Expectations), 3 reference letters are solicited by the Dean of Public Health (included are the candidate’s CV, CV Supplement, annotated bibliography and selected publications). The minimum that must be received to move forward with the reappointment is 3 internal or external letters, of which none are required to be arm’s-length.

**These letters are considered highly confidential and not shared with the candidate.**

d. Once letters are received, the YSPH A&P Committee reviews the letters and determines whether or not to move forward with the reappointment process.

e. If the Committee is in favor of proceeding with the reappointment process, the candidate is presented by the Department Chair to eligible departmental faculty for voting. Voting is conducted using blind ballots. If the vote is positive and a Graduate School appointment is not recommended, no further action is required. If a Graduate School appointment (Appendix B) is recommended, the proposed reappointment would need to be presented to the YSPH Provost’s Standing A&P Committee for approval.

3. **Associate Professor, Clinician-Educator or Clinician-Scholar Track**

   **(Up to 5-year term)**

   *There is no limit to the number of terms one can serve at the rank of Associate Professor, Clinician-Educator or Clinician-Scholar Track. Reappointment at this rank requires a formal review.*

   **Reappointment:**

   a. Individual consultation with Department Chair at the beginning of 5th year of current appointment term. Department Chair consults with departmental faculty at the rank of Professor only. Departmental recommendation is presented to YSPH A&P Committee (CV, CV Supplement, annotated bibliography, and teaching evaluations are reviewed).

   b. The YSPH A&P Committee determines if the candidate meets the criteria for reappointment and recommends whether an Evaluation Committee is to be formed. If positive, the full dossier of candidate is distributed to the Evaluation Committee.

   c. Evaluation Committee submits written report to the Dean of Public Health with recommendation whether or not to proceed with the reappointment process. In addition, the committee recommends whether the faculty member should be appointed to the Graduate School as well. (Appendix B).

   d. If the Evaluation Committee recommends proceeding with the reappointment process, 6 letters are solicited by the Dean of Public Health. **These letters are considered highly confidential and not shared with the candidate.**

      - 3 suggested by the department; all must be arm’s length referees and are not shared with the candidate
      - 3 suggested by the candidate

   Minimum that must be received to move forward with the appointment or promotion: 4, of which 2 must be from arms-length referees.

   Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

   e. Once letters are received, the Evaluation Committee reconvenes and submits written recommendation to the Dean of Public Health as to whether or not to continue with the reappointment process.
f. If the Evaluation Committee is in favor of proceeding with the reappointment process, the candidate is presented by the Evaluation Committee chair to eligible departmental faculty for voting (CPO only). Voting is conducted via blind ballots.

g. If the CPO vote is positive, it is the Dean’s responsibility to represent faculty opinion to the YSPH Provost’s Standing A&P Committee (Appendix A), where the proposed reappointment is presented by Primary and Secondary reviewers, along with candidate reappointment materials.

h. If the YSPH Provost’s Standing A&P Committee vote is positive, the reappointment then requires BPO and Yale Corporation approval. This process is coordinated by YSM Faculty Affairs.

4. **Associate Professor, Investigator Track** (Up to 5-year term)

Reappointment at the rank of Associate Professor can occur only once in the Investigator Track since an Associate Professor, Investigator Track can only serve a max of 2 terms (up to 10 years) and then must be promoted to Professor.

a. Individual consultation with Department Chair. Department Chair consults with departmental faculty at the rank of Professor only.

b. Departmental recommendation is presented to YSPH A&P Committee (CV, CV Supplement, annotated bibliography, and teaching evaluations are reviewed). The YSPH A&P Committee determines if the candidate meets the requirements for reappointment and recommends whether an Evaluation Committee is to be formed. If positive, the full dossier of candidate is distributed to the Evaluation Committee.

c. Evaluation Committee submits evaluation report to the Dean of Public Health with recommendation whether or not to proceed with the reappointment process. In addition, the committee recommends whether the faculty member should be appointed to the Graduate School as well. (Appendix B).

d. If the Evaluation Committee recommends proceeding with the reappointment process, 6 letters are solicited by the Dean of Public Health. **These letters are considered highly confidential and not shared with the candidate.**

   - 3 suggested by the department; all must be arm’s length referees and not shared with the candidate
   - 3 suggested by the candidate

Minimum that must be received to move forward with the appointment or promotion: 4, of which 2 must be from arms-length referees

Solicitation letters include CV, CV Supplement, annotated bibliography and selected publications (up to 5).

e. Once the letters are received, the Evaluation Committee reconvenes and submits final written recommendation to Dean of Public Health.

f. If the Evaluation Committee is in favor of proceeding with the reappointment process, the candidate is presented by the Evaluation Committee chair to eligible departmental faculty for voting (CPO only). Voting is conducted via blind ballots.

g. If the CPO vote is positive, it is the Dean’s responsibility to represent faculty opinion to the YSPH Provost’s Standing A&P Committee (Appendix A), where the proposed reappointment is presented by Primary and Secondary reviewers, along with candidate’s reappointment materials.

h. If the YSPH Provost’s Standing A&P Committee vote is positive, the reappointment then requires BPO and Yale Corporation approval. This process is coordinated by YSM Faculty Affairs.
RESEARCH TRACK
There is no limit to the number of terms one can serve in the research ranks at any level.

1. **Associate Research Scientist** (One year renewable appointment term)
   a. Individual’s mentor/PI recommends reappointment to Department Chair and provides reason for reappointment, including research area, funding, and space provisions.
   b. Reappointment presented by Department Chair or PI to the YSPH A&P Committee for approval (CV is reviewed). Department Chair provides feedback to the mentee and PI (if PI is not present at the Committee meeting).
   c. If positive, no further action is required.

2. **Research Scientist** (Up to 3-year renewable appointment term) and **Sr. Research Scientist** (Up to 5-year renewable appointment term)
   a. Individual’s mentor/PI recommends reappointment to Department Chair and provides reason for reappointment, including research area, funding and space provisions.
   b. Department Chair consults with departmental faculty (Associate Professor and above for Research Scientists. Professors only for Sr. Research Scientist).
   c. Departmental recommendation is presented to the YSPH A&P Committee for approval to proceed with the reappointment process (CV is reviewed). Department Chair provides feedback to the mentee and PI (if PI is not present at the Committee meeting).
   d. If the A&P Committee approves proceeding with the reappointment process, the proposed reappointment is presented by the mentor/PI to eligible departmental faculty for a vote via a “file review”, using blind ballots.
   e. If positive, no further action is required.
APPENDIX A

Appointments & Promotions (A&P) Committees:

YSPH A&P Committee
The YSPH A&P Committee is considered a subcommittee of the CPO (Committee of Permanent Officers). The Deputy Dean of Public Health serves as chair and members include senior faculty representing each department within YSPH. This committee ensures that all appointments, reappointments and promotions are carried out according to approved procedures; oversees policies and procedures for the process of hiring new faculty; advises on appropriate track assignment for individual faculty; and reviews and/or votes on Associate Research Scientists and visiting faculty. Committee assignments are usually for three-year renewable terms. However, changes could occur based on departmental and school needs.

Evaluation Committee
An Evaluation Committee is formed for each YSPH candidate proposed for promotion to Associate Professor or Professor. An Evaluation Committee is also formed for candidates proposed for reappointment as Assistant Professor in the Clinician-Educator track (every other term) or reappointment as Associate Professor in the Clinician-Educator, Clinician-Scholar or Investigator tracks. The Dean of Public Health appoints an Evaluation Committee for each individual proposed for reappointment or promotion, after consultation with the YSPH A&P Committee (including the Department Chair). The candidate is also consulted regarding the composition of the Evaluation Committee by the Dean or a representative on behalf of the Dean. Evaluation Committees essentially function in a manner similar to search committees; however, all evaluation committee discussions are considered highly confidential. This includes all committee discussions, written reports, suggested referees, and referee letters. The Evaluation Committee consists of a chair and at least four other individuals knowledgeable within the candidate’s area of scholarship. The candidate will be consulted regarding the composition of the Evaluation Committee. The committee is likely to include members of the department; it may include the Department Chair (but the Department Chair cannot serve as chair), should include additional members aware of broader departmental needs and may include individuals outside the department. Members of the Evaluation Committee must be at the rank or above the proposed appointment and cannot be a past or present collaborator of the candidate. The Deputy Dean of Public Health attends the initial evaluation committee meeting to set the charge of the committee and stress the need for confidentiality.

Senior Faculty Allotment Committee
The Slot Allotment Committee is chaired by the YSM Deputy Dean for Scientific and Academic Affairs, and is comprised of approximately 12 YSM Professors (including YSPH) and the Associate Dean for YSM Faculty Affairs (ex officio). This committee reviews and approves slot requests for continuous and tenured appointments and promotions. The Dean of Public Health, along with Department Chair and/or Evaluation Committee chair present the slot request to the Slot Allotment Committee in the fall and Committee decisions are communicated end-December/beginning of January.

YSPH Provost’s Standing A&P Committee
The Provost’s Standing Appointments and Promotions Committee for the School Public Health reviews appointments and promotions of faculty members whose primary appointments reside within the School of Public Health. The Committee is comprised of 11 members with the following representation: 3 senior faculty from YSPH, 3 faculty serving on or having served on the Medical School’s Senior Appointments and Promotions Committee, 3 senior faculty from the Graduate School, and the Deans of the School of Medicine and the Graduate School who alternate by year as Chair of the committee. The Associate Dean for Faculty Affairs attends as an ex officio member to provide guidance regarding policies and procedures for appointments and promotions in the Yale School of Medicine. A Committee member is assigned as either a primary or secondary reviewer to present a candidate. YSPH faculty are not eligible to vote, nor are they eligible to serve as a primary reviewer. The Dean of Public Health is present, along with the Department Chair, to answer any questions from the committee. The committee then votes on each candidate presented. Please see Appendix B - YSPH A&P Overview.

Board of Permanent Officers
Faculty at the rank of full professor who are appointed without limit of term, together with the President and Provost, ex officio, and the Dean of the School of Medicine, constitute the School's Board of Permanent Officers. This is the governing board of the School, entrusted with matters of education policy and governance and responsible for recommendations to the President and Provost for appointments at the associate professor, professor, research scientist and senior research scientist ranks. YSPH candidates for appointment or promotion to Associate professor with tenure and Professor are presented to the BPO by the YSPH Dean, Department Chair or appropriate senior faculty member familiar with the candidate’s scholarship. Other YSPH candidates are presented via a list for approval and do not require a formal presentation.

Yale Corporation
The Yale Corporation is the senior policy-making body for Yale University. Compared to the governing boards of other educational institutions, the Yale Corporation is smaller and plays an unusually active role in University governance. The Yale
Corporation has nineteen members: the President of the University; ten Successor Trustees, who elect their own successors to up to two six-year terms; six Alumni Fellows, who are elected by the alumni for staggered six-year terms; and the Governor and Lieutenant Governor of the State of Connecticut, ex officio. The list of eligible YSPH candidates is prepared by the YSM Office for Faculty Affairs.
APPENDIX B

**Graduate School Appointment**

A Graduate School appointment is required for a faculty member to chair a doctoral committee and is also required for a faculty member to serve as a dissertation reader. A faculty member without a Graduate School appointment can serve as a member of a doctoral committee, but cannot serve as chair or a dissertation reader.

**Eligibility:**
Only ladder track faculty are eligible for a Graduate School appointment. In YSPH, a Graduate School appointment is automatically granted to all primary ladder track faculty in the traditional track and all assistant professors in an undesignated track. Consideration for a Graduate School appointment in the Investigator, Clinician-Educator, or Clinician-Scholar tracks is handled on a case-by-case-basis. The following criteria is considered:

- The faculty member should have an active research program or a prominent role in a research program, and first or senior author publications to chair a doctoral committee.
- The faculty member should be an independent, funded investigator. Though it is not required that the faculty member be a PI, he/she should demonstrate the ability to obtain funds to support a graduate student.
- The faculty member should be able to make the commitment to mentor, financially support, and advise a PhD student/thesis.

**The Appointment Process:**
Graduate School appointment is typically requested along with a faculty members’ proposed appointment, reappointment or promotion. There are circumstances when a faculty member is proposed for Graduate School appointment only. In either case, the proposed appointment is voted on by eligible YSPH faculty. If approved, the proposed appointment is presented to the YSPH Provost’s Standing A&P Committee for voting. A primary and secondary reviewer is assigned to present the faculty member to the YSPH Provost’s Standing A&P Committee. The committee considers whether or not the faculty member’s research profile is strong enough to serve as principal adviser to students, providing students with the clout they will need to become a postdoctoral associate/fellow and obtain grants themselves.

The YSPH Provost’s Standing A&P Committee votes to make their recommendation to the Dean of the Graduate School. Upon approval, the faculty member is granted a Graduate School appointment. Appointment at the Graduate School coincides with the faculty member’s current appointment term.