

UNIVERSITY POLICIES APPLICABLE  
TO THE FACULTY OF ARTS AND SCIENCES

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to the  
Faculty of Arts and Sciences

I. Qualifications for appointment and promotion.

1. Assistants in Instruction

This title is normally given to part-time teachers who are students of the Graduate School. The individual must have completed his work in course and have been admitted to candidacy for the Ph. D. degree. No Assistant in Instruction may teach more than half-time or in normal cases serve more than two years in this rank.

2. Instructors

The post of instructor is open only to individuals who hold the Ph. D. degree\* or its equivalent.

Instructors are appointed on a year-by-year basis. They may serve a total of four years in this rank.

3. Assistant Professors

Qualification for promotion to an assistant professorship is defined primarily in terms of success as a teacher. Given this attribute the individual must also have given convincing evidence of his potentialities as a scholar, though this evidence need not be in the form of published work.

The first appointment as assistant professor is for a term of three years. Individuals with outstanding qualifications may be reappointed for a second term of three years. This second appointment will depend not only on evidence that the individual will meet the requirement of scholarly productivity essential to promotion to an associate professorship; but also upon the number of available posts in this higher rank within the department.

Normally, an assistant professor can retain a position on the faculty after serving his second term only by qualifying for promotion. In exceptional circumstances, however, the individual may be reappointed after his second term on a yearly basis. In such cases there will be no increase of salary.

4. (a) Promotion to major rank: general considerations.

Limits are imposed upon the ratio of teachers to students by the resources available to the University. In view of the rapid increase during recent years in the number of professors and associate professors,

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\* This provision is not entirely applicable in the Engineering School.

and the reduction since 1950 in student enrollment, the University is obliged to stabilize the number of appointments in these major ranks. Consequently, promotions of assistant professors and of associate professors will be much less frequent than has recently been true. As a general rule, such promotions will be made only when vacancies occur in the major ranks.

#### 4. (b) Associate Professors

To qualify for promotion to this rank the individual must have a record of research achievement represented by publication.

Appointment to the rank of associate professor implies no commitment for further advancement. The necessity of stabilizing the number of full professors in the Faculty of Arts and Sciences at about the present figure will result in longer service in the rank of associate professor than has formerly been the case.

Associate professors who acquire this rank by promotion from the Yale Faculty will normally be appointed without term. Those brought to the Faculty at this rank in the first instance will normally be appointed for a term of five years, but in exceptional cases may be appointed without term.

#### 4. (c) Professors

Full professorships at Yale are regarded as posts of high distinction in the university world. Except as additional endowed chairs are obtained these posts will be filled only as vacancies occur. Vacant posts will not necessarily remain within the department concerned, but will be filled in accordance with University needs.

Candidates for professorships among those already on the faculty will be expected to stand in competition with the foremost scholars in similar fields throughout the university world.

## II. Tenure Rights

The individual's tenure rights are expressed in the terms of his appointment. Those appointed for a year or term of years have security of tenure during the period defined in the vote of the Corporation. Permanent tenure is bestowed by vote of the Corporation which defines the appointment as being without term.

No member of the faculty can acquire permanent tenure by reason of length of service in ranks below that of associate professor.

As stated above, all associate professors who acquire this rank by promotion are normally appointed without term. All full professors are given similar permanence of appointment save in exceptional cases, such as appointment as visiting professor.

### III. The Teaching Load.

There can be no hard and fast definition of the full-time teaching load. The statements that follow indicate the general understanding of the administration.

In the case of individuals whose teaching is confined to divisions of a single course, twelve hours a week is regarded as the maximum work load. Those who teach more than one course normally offer three courses concurrently. Each member of the faculty is expected to carry a reasonable share of committee work without reduction of teaching load.

### IV. Outside Employment.

By Corporation rule full-time members of the Faculty of Arts and Sciences are not allowed to accept other employment which requires regular periodic absences from the University during the school year, unless they obtain the prior approval of the Executive Committee. It applies primarily to the assumption of teaching duties in other institutions whether in New Haven or elsewhere, but it extends also to other duties which involve periodic absence. The individual should seek approval of the Executive Committee through the Chairman of his Department.

### V. Leaves of Absence.

Leaves of absence must be voted by the Corporation upon recommendation of the Board of Permanent Officers of the School and the Department concerned.

#### 1. Sabbatical leaves

Sabbatical leaves are available only to full professors. Each professor is entitled to such leave one year in seven, counting from the date of his appointment as professor. The expression "one year in seven" is interpreted to mean the seventh year, counting from the initial appointment or from the last previous leave. In exceptional cases the individual's first sabbatical leave may be granted prior to his seventh year of service as professor; but no such exception is made in the case of subsequent sabbatical leaves. Failure to take sabbatical leave when it becomes due does not entitle the individual to more frequent sabbatical leaves in later years or to better financial arrangements than those stated below.

The basic rule provides for a full year's leave at half salary. The individual may request a half-year leave at full salary; but this will be approved only if it can be demonstrated that there will be no replacement costs.

## 2. Other leaves

No individual of lower rank than professor is entitled, as of right, to leave of absence with salary. Permission is given, however, for an associate professor to apply for leave of absence with salary for the purpose of carrying out a specific, well-defined research project. If such applications are approved the salary will be reduced by the amount required for replacement.

The University encourages all members of the faculty to accept grants (such as Guggenheim Fellowships) from outside sources which involve leave of absence for scholarly purposes. In case of need, salary allowances may be made to enable the individual to accept such an award, provided this does not involve expense to the University beyond what is provided in the departmental budget.

Any member of the faculty may be given leave of absence without salary in appropriate cases; but this must be regarded as a privilege, not a right. Only in exceptional cases will such leaves be extended beyond one year. When further extension is approved the University reserves the right after the second year to terminate the leave of absence as an alternative to the individual's resignation from the faculty.

All leaves of absence count as part of the individual's term of service to the University unless otherwise ruled. In the case of men on term appointment it is sometimes to the individual's advantage to arrange that the year on leave should not so count. Requests for such arrangements are usually granted.

Members of the faculty should be advised that a leave of absence without salary or with reduced salary affects certain privileges. For example, the University's contribution to the TIAA retirement policy will be five per cent of the salary actually paid during the period of leave. Information on these aspects of the matter should be obtained from the Bursar.

VI. It is understood that the policy herein set forth will be subject to periodic review in accordance with changing University needs and resources.

May 1, 1953

Rules Governing Appointment and Tenure.

Faculty of Arts and Sciences

Future appointments and promotions shall conform to the following categories of the teaching staff and to the rules of tenure applicable to each category. It is understood that the new policy shall not be applied automatically to the present staff, but shall be adjusted to the circumstances of the individual case.

I: Assistant in Instruction

Individuals who have not completed their formal advanced studies or the equivalent may not be appointed to higher rank than Assistant in Instruction.

Assistants in Instruction shall be appointed for not more than half time at a proportionate fraction of the basic Instructor's salary.

Assistants in Instruction shall be appointed for one year and may be reappointed for two such terms.

II: Instructor

Open only to those who have completed their formal advanced studies or the equivalent.

Instructors shall be appointed for one year and may be reappointed for three such terms. In cases where an Instructor has been designated for promotion to the rank of assistant professor he may be reappointed as Instructor for one additional year pending assumption of the advanced rank.

The salary of a first-year Instructor, if he is reappointed for a second year, shall be not increased. For a third year the salary shall be increased and remain the same through a fourth year if reappointment occurs. In the fall of an Instructor's third year the degree of his success, and promise, shall be carefully assessed by the Department which shall, in submitting its budget for the following year, give a full statement of its conclusions.

An Instructor whose appointment is to be terminated at the end of any year shall be notified of that fact at the earliest possible moment, and not later than December fifteenth.

III: Assistant Professor

Appointment to this rank is to be considered a matter of primary importance to be made only after the entire field has been surveyed.

The appointment shall be for one term of five years. There shall be no reappointment to the rank of Assistant Professor.

In the spring of the fourth year of his term the merits of each Assistant Professor shall be scrutinized by an appointments committee of the School and the Executive Committee of the Division, as well as by the Department concerned, in order to determine whether he is to be recommended for promotion.

IV: Associate Professor

Appointment to this rank shall be made only after survey of the entire field. Such appointment shall imply the same security of tenure as in the case of professors.

V: Professor

Professorships are to be viewed as posts to be filled only when vacated.

Existing appointment and tenure rules shall apply.