

Yale School of Management: FAQ for Part-time Faculty

Application Process

What does SOM look for in a course proposal?

SOM seeks instructors from a wide range of management backgrounds and disciplines who are interested in teaching in a part-time capacity and who have ideas for courses that are not currently offered in the SOM curriculum. Demonstrated content expertise as well as a developed syllabus are required for consideration.

While there is sometimes a need to cover [existing classes](#), we are most interested in courses that offer a fresh perspective into contemporary management topics. Previous examples have included marketing in virtual reality, financing green technology, and private capital & impact investing. The course proposal should provide unique subject matter that is of interest to SOM students and fits with the School's curriculum.

When considering a new course, SOM looks at both the résumé of the instructor and the course syllabus. A complete application will contain a syllabus that describes the class and its learning outcomes, and i) lists the course topics, by session, ii) contains all required readings for the course, and iii) itemizes the course assignments and associated grading rubric.

Applicants should either hold a terminal degree in their field or have significant senior level work experience. Prior teaching experience is preferred. Candidates must also meet eligibility requirements for work in the U.S. and be able to work legally for the full term of the appointment.

What is the process for evaluating new courses?

SOM has an [open process for accepting course proposals](#) from interested applicants. Our curriculum committee is charged with reviewing applications and overseeing associated appointments and reviews. Decisions are made based on an assessment of course quality, novelty, teaching and practice excellence, and need. Selected applicants are expected to work with the cognizant faculty or programs, as determined by the curriculum committee, to make any necessary revisions to the scope or content of the course prior to its being offered. In the spring of each year, SOM's curriculum committee will review course evaluations and course offerings by full-time faculty. They will concurrently consider potential part-time contract renewals based on feedback and need.

Do course proposals require a faculty sponsor?

An applicant may submit a course proposal without a faculty sponsor, or one may be submitted by a faculty disciplinary group (e.g. Finance, Marketing, Operations) or program on their behalf. In either case, the syllabus will be circulated with members of the full-time faculty who are closely connected to the content in addition to the curriculum committee. In most cases, courses will be assigned to a group or program for oversight.

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Information for New Part-Time Faculty

Is there general guidance for teaching at SOM?

Since each course is unique in its content and instruction, there is great flexibility about course design and teaching modalities. There are several basic guidelines we expect all faculty to follow. Learning goals should be tied to evidence-based practices in management. Readings and assignments should be sufficiently rigorous to support the degree standards and credit associated with a Yale course. Evaluation of student performance should be structured in a way that lends itself to the SOM grading scale ([see below](#)). Some courses are heavier on lecture content and others may contain more participatory activities; either is fine. In general, we advise limiting the number of guest speakers and student presentations as students tend to most appreciate what you, as the content expert, bring to the course.

We encourage all new part-time faculty to review [existing syllabi](#) and attend a session of an existing class to familiarize themselves with the teaching environment at SOM.

How are contracts structured?

Part-time faculty are appointed to the rank of Lecturer or Lecturer in the Practice, depending on their academic credentials. Start dates vary during the academic year and terms are generally a half or a full semester, concurrent with the teaching assignment. Level of compensation will be determined by course details. Part-time faculty appointments are not benefits eligible.

How are courses scheduled?

While most of our courses are scheduled in a twice weekly format, at eighty minutes each, it is permissible for part-time faculty to teach once weekly, for three hours, to accommodate travel and work schedules. Normally, classes scheduled in three-hour blocks should take place in the late afternoon or evening to accommodate our broader course schedule. It is strongly recommended that new courses be organized in the half-semester (7 week) format.

Will there be a limit on enrollments in my course?

Most faculty accept up to 75 students so long as there is space in your assigned classroom.

The average elective size is ~40 students and will often include students from across our masters' programs as well as undergraduate students and/or students from other graduate programs at Yale. If you would like to request a specific enrollment limit for your course, for pedagogical reasons, you may request permission to do so when the course is being scheduled.

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What teaching support is available for my course?

All part-time faculty have access to our faculty support team to assist with course setup in our learning management system (Canvas) and other administrative tasks associated with their teaching. Additionally, faculty may hire a Teaching Assistant for their course to assist with grading and other class activities. Yale's Center for Teaching & Learning ([Poorvu](#)) is available to assist faculty with certain types of professional development, such as class observations, planning, etc. SOM's Media Services is available to train faculty on classroom technology.

Will I receive an office if I am hired?

Due to limited availability, part-time faculty are not generally given an office at Evans Hall, though they do have access to our faculty support team who can book an ad hoc working space or conference room when required (for class prep or to meet with students from their class, e.g.)

SOM Grading Guidelines (for electives)

There are five grades at SOM: High Honors, Honors, Proficient, Pass, and Fail. The grade distribution guidelines and reporting policy for transcripts are described below.

High Honors: Up to top 10 percent of class. Reported on transcript.

Honors: Next 25 percent. Reported on transcript.

Proficient: Next 60 percent. Not reported on transcript.

Pass: Bottom 5 percent. Not reported on transcript.

Fail: An absolute standard—no minimum requirement. To the extent it is used, a grade of *Fail* counts toward the 5 percent *Pass* guideline. Not reported on transcript.

Once grades are officially recorded, they may not be changed except in cases in which a mathematical error has been made in computing the grade or a clerical error has been made in recording it. Students seeking correction to a grading error must contact the instructor within two weeks (ten working days) from the receipt of the grade.

Always reach out to SOM's Registrar's Office with specific questions about applying these guidelines in your course.