Dear Dean X:

I transmit to you the recommendation that _________ be (appointed/promoted) to the rank of ____ Professor, in the Department/School of _________.

Procedures followed during the evaluation (for external appointments where there was no formal search, summarize the process that led to the appointment)

Bulleted List of Strengths and Weaknesses
- Evaluation of whether the candidate responded to suggestions in reappointment letter (for internal tenure candidates).

Summary of faculty deliberations at departmental meeting(s)

Candidate’s contributions to field and standing in field (elaborate on the role of the candidate’s collaborative ventures):

Chair’s Independent Opinion
- For internal tenure cases: comment on how well the candidate responded to the feedback from the reappointment review
- Candidate’s effectiveness and development as a teacher; comparison to others in department
- Candidate as a department member
- Candidate as a university and professional citizen
- Candidate’s projected future contributions

Chair’s recommendation

Sincerely,

Department Chair

Required Supplementary Information
(to be appended to report or as separate pdf documents in the ‘Departmental Chair’s Materials’ folder)
- Copy of reappointment summary (for internal tenure candidates)
- Description of unit’s voting policy
- Names of those present and voting and numerical vote tally
- Chair’s placement of candidate within a list of tenured faculty (for all tenure and external full professor candidates) - describe the criteria used in developing the ranking. * Note: This ranking should not be retained in the department’s files
- Six suggestions of additional arms-length evaluators, with institutional affiliations, email addresses, and brief bios.

Revised: July 2019