

## Approved Sample

### CHAIR'S REPORT

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.