Approved Sample Letter

DEAN’S RECOMMENDATION TO PROVOST
(dean with no chair)

Provost Sally Kornbluth
Duke University
220 Allen Building

Dear Provost Kornbluth:

I transmit to you the recommendation that ______ be appointed/promoted to the rank of _____ Professor (with tenure), in the department/school of ________.

Comments on the candidate’s strengths and weaknesses provided by the review committee:

Candidate’s contribution to the discipline’s ongoing intellectual agenda:

Candidate’s broad field and subfield; evidence concerning whether or not these fields continue to be intellectually vibrant and promising:

Cross-disciplinary research areas, applied areas, and/or methodologies from different disciplines that are relevant to this candidate’s work:

Candidate’s teaching effectiveness including quality and development over time and comparison to other instructors in the School:

Candidate as a department, university, and professional citizen:

Procedures followed during candidate’s evaluation:

Comments on any issues in faculty committee report:

(For tenure and external promotion to full) Assessment of the Dean’s positioning of the candidate relative to the School’s tenured faculty; please also describe the criteria used to develop the ranking:

(For external hires) Context and nature of search process, current status of recruitment efforts:

Summary of faculty deliberations during the School’s faculty meeting, including both favorable comments and concerns expressed:

Description of School’s voting policy:
Summary of the votes:

**VOTES:**

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<th>Absentee Ballots</th>
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Dean’s critical perspective and independent recommendation:

Sincerely,

Dean

**Required Supplementary Documents**

- Six suggestions of additional arms-length evaluators, with addresses and brief bios
- Copy of reappointment summary (for internal tenure candidates)