

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:

| | Meeting | Absentee Ballots | TOTAL |
|----------------|----------------|-------------------------|--------------|
| YES | | | |
| NO | | | |
| ABSTAIN | | | |
| Total | | | |

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)