

Approved Sample Letter

DEANS RECOMMENDATION TO PROVOST

Provost Sally Kornbluth
220 Allen Building
Duke University

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 candidate's strengths and weaknesses provided by 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 of important contributions:

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

(For External Hires) Context and nature of search process, current status of recruitment efforts:

Issues in faculty committee report:

Issues in department chair's report:

Assessment of the department chair's positioning of the candidate relative to the tenured faculty:

Dean's critical perspective and independent recommendation:

Sincerely,

Dean