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