CHAIR’S REPORT TEMPLATE

Dear Dean X:

I transmit to you the recommendation that ___ be [appointed/promoted] to the rank of ____ Professor [with tenure], 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

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)

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

Attachments:

- 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)
- Six suggestions of additional arms-length evaluators, with institutional affiliations, email addresses, and brief bios

Oct-16