

## 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