Template for Dean’s Report

College Logo

Date: DATE

To: FACULTY MEMBER

From: NAME, Dean

Re: Dean Report for Dr. NAME

I have reviewed the faculty, staff and student feedback, the complete dossier, and the unit and college third year review committee reports for Dr. NAME. Dr. NAME is making excellent progress towards promotion and tenure.

**Teaching & Advising: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of teaching and/or advising*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Scholarship & Creative Activity: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of research/scholarship*
* *Include external review findings, keeping reviewer information anonymous*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Outreach & Extension: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of outreach and/or extension*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Service & Leadership: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of service and/or leadership*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Summary:**

*This report should evaluate the faculty member’s progress toward promotion or tenure and should provide guidance regarding the steps necessary to continue making progress. This report goes to the faculty member so they can utilize this as a guide.*