Template for Unit Promotion and Tenure Committee Report

Unit or College Logo

Date: DATE

To: Unit Administrator NAME, TITLE

From: NAME, Committee Chair

Re: Unit Promotion & Tenure Committee Report for Dr. NAME

The committee met on September 8, 2020 to discuss the promotion and tenure of Dr. NAME in the Department of NAME. The committee consists of five faculty members, three of which are tenured and one tenured faculty member from Department NAME.

# **Teaching and Advising**

* *Summarize the committee’s review of Candidate Statements, teaching evaluations, and CV regarding teaching and advising.*
* *Discuss the feedback provided from faculty, staff and students.*
* *Section may include advising workload and number of graduate students the candidate is mentoring and/or have completed.*
* *Summarizing sentence example: All committee members agreed that Dr. Z has exceeded the criteria in the area of teaching and advising.*

# **Scholarship and Creative Activity**

# *Summarize the committee’s review of Candidate Statements, teaching evaluations, and CV regarding in scholarship.*

# *Summarize the review of scholarship from the external reviewers, keeping external reviewer information anonymous (no names or identifying information)*

# *Include how the scholarship compares at a departmental, college and national or international level.*

# *Summarizing sentence example: All external reviewers evaluated Dr. Z’s accomplishments with strong letters of support. The reviewers were all impressed by the quality of her research program, level of competitive funding, variety of research sponsors, and her excellent publication record in quality journals.*

# **Outreach and Extension**

# *Outreach and Extension should be weighed based on the percentage in the position description and compared to department, college and university levels of required outreach.*

# *All activities do not need to be listed but a representation can be summarized.*

# *Summarizing sentence example:**The committee feels that Dr. Z meets the outreach and extension requirements of the position.*

# **Service and Outreach**

# *Service should be weighed based on the percentage in the position description and compared to department, college and university levels of required service.*

# *All service activities do not need to be listed but a representation of the service done can be summarized.*

# *Summarizing sentence example:**The committee feels that by actively providing a desirable service to the University and professional organizations, she is performing her service commitments beyond the usual expectations.*

**Committee Vote:**

|  |  |
| --- | --- |
| Votes in support of Promotion:  | Votes against Promotion: |
| Votes in support of Tenure:  | Votes against Tenure: |

# **Final Recommendation**

# ***Positive Review Example:***

Dr. Z is a valued member of the Department of A at the University of Idaho. She has received several university awards. Her record in the area of Teaching, Advising, Scholarship and Service is very strong, and clearly meets the requirements for promotion to associate professor. All external reviewers were impressed by her achievements. The committee fully agrees with the external reviewers, and we believe she will achieve even greater success in research and scholarship in the future. The committee unanimously recommends that Dr. Z be promoted to Associate Professor with tenure.

***Mixed Review Example:***

The committee was split on their evaluation of Dr. Z’s record. While half the committee felt that her scholarship, teaching and service met or exceeded the requirements for promotion and tenure in the department and college, the other committee members expressed concern over the quality of the scholarship and felt it did not meet the expectations of an Associate Professor with tenure in our department.

***Negative Review Example:***

The committee carefully considered all aspects of the candidate’s materials but were unconvinced that he he met the criteria for promotion or tenure, especially in the area of Teaching. He continues to struggle in the classroom. The unit committee does not recommend Dr. Z for promotion to the rank of Associate Professor and does not recommend granting tenure.

Sincerely,

(SIGNATURE SPACE) (SIGNATURE SPACE)

NAME, RANK, DEPARTMENT NAME, RANK, DEPARTMENT

(SIGNATURE SPACE) (SIGNATURE SPACE)

NAME, RANK, DEPARTMENT NAME, RANK, DEPARTMENT

(SIGNATURE SPACE)

NAME, RANK, DEPARTMENT

**All committee members names must be listed and a signature provided.**