SECTION 11: RECOMMENDATIONS FOR PROMOTION AND/OR CONTINUING STATUS

Department Committee’s Report
- Letter printed on letterhead and signed by all voting Department Committee members
- Addressed to Department Head/Director
- Evaluation of candidate
  - Teaching and advising
  - Research, scholarship, creative activities, including a summary and discussion of the opinion of external reviewers
  - Service
- Vote count on tenure/promotion; clearly indicate recusals, abstentions and absences
- Minority viewpoint (if there was a split vote)
- Indicate any collaboration committee members with candidate and explain nature of collaboration

Department Head’s Recommendation
- Letter printed on letterhead and signed by Department Head/Director
- Addressed to Dean
- Own opinion, views and comments, including analysis of impact of candidate’s professional activities and contributions
- Evaluation of candidate
  - Teaching and advising
  - Research, scholarship, creative activities
  - Service
- Recommendation on tenure/promotion
- Indicate any collaboration with candidate and explain nature of collaboration

College Committee’s Report
- Letter printed on letterhead and signed by all voting College Committee members
- Addressed to Dean
- Evaluation of candidate
  - Teaching and advising
  - Research, scholarship, creative activities
  - Service
- Vote count on tenure/promotion; clearly indicate recusals, abstentions and absences
- Minority viewpoint (if there was a split vote)
- Indicate any collaboration committee members with candidate and explain nature of collaboration

Dean’s Recommendation
- Letter printed on letterhead and signed by Dean
- Addressed to the Provost
- Own analysis and evaluation, including analysis of impact of candidate’s professional activities and contributions
- Evaluation of candidate
  - Teaching and advising
  - Research, scholarship, creative activities
  - Service
- Recommendation on tenure/promotion
- Indicate any collaboration with candidate and explain nature of collaboration

Prepared by the College