

# DEPARTMENTAL COMMITTEE LETTER GUIDELINES

## The Departmental Promotion and Tenure Committee shall provide a letter of recommendation to the Department Chair to be included in the candidate's Promotional File. The letter must include comments on whether or not the candidate fulfills the criteria of proficiency in all areas of involvement and excellence in one area. The letter must also include commentary on scholarship if tenure is being recommended. Comments regarding collegiality, defined as how someone functions as a team member, should be included in the Department FAP Committee’s letter. For faculty in a tenurable position at the time of implementation of this document, comments should also be provided about whether the faculty member meets the criteria that were in place at the time of their appointment.

**CHECKLIST (the Committee Chair’s letter must include):**

 A list of the members of the Departmental Promotion and Tenure Committee

 Comments specifically demonstrating how the candidate measures up to the criteria of proficiency in each area (research, teaching, service including clinical service)

 Comments specifically demonstrating how the candidate measures up to the criteria of excellence in one area

 Comments regarding collegiality, defined as how someone functions as a team member

 A clear statement of recommendation that represents the consensus of the Committee to support or deny promotion and/or tenure. Minority opinions can be stated as well.

# FOR TENURE CONSIDERATIONS:

 Comments specifically demonstrating how the candidate measures up to the requirement of scholarship (for faculty being assessed for tenure)

 for faculty in a tenurable position at the time of implementation of the new document,

if the faculty member does not meet current standards, comments should also be provided about whether the faculty member meets the criteria that were in place at the time of their appointment.

## 09/26/2022