MUST BE on DEPARTMENT LETTERHEAD

To: Department Chair name

Chair, Department of <insert>

From: Chair of Committee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion and Tenure Committee Chair Signature of Dept P&T Chair (required)

Department of <insert>

Date: <insert>

**RE:** The Department Promotion and Tenure Committee for the Department of <Insert> considered the following action for <insert name of candidate>: Consideration for the <promotion to x rank and/or award of tenure>

1. Below is a table listing the P&T committee members with rank and tenure status for the Department of <insert> along with a notation if a member was present and either eligible for the vote of not.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty Name** | **Rank** | **Tenure Status** | **Promotion** | **Tenure** | **Did not attend meeting.** If true, then “X”. |
| Present and Considered Action/Eligible to vote. If true, then “X”. | Attended Meeting but Not Eligible for vote1. If true, then “X” | Present and Considered Action/Eligible to vote. If true, then “X”. | Attended Meeting but Not Eligible for vote2. If true, then “X”. |
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1Rank of voting faculty is below that of the proposed rank of candidate.

2Vote was for tenure consideration and the voting faculty is nontenure or tenure-track.

1. Summary of the voting results related to **promotion**:

\_\_\_\_\_ Yes \_\_\_\_\_\_No \_\_\_\_\_Abstain/Undecided \_\_\_\_\_\_ Recuse/Conflict of Interest \_\_\_\_\_ Absent/Not in Room

\_\_\_\_\_\_\_\_\_Total Eligible Voting

For abstention, and recusal please identify faculty voting as such and provide short reason below (examples: for abstain could be undecided, for recuse could be current active practice partner or MPI on grant)

Mark Absent if committee member is not in attendance for the entire meeting or stepped out to take a call.

Summary of the voting results related to **tenure**:

\_\_\_\_\_ Yes \_\_\_\_\_\_No \_\_\_\_\_Abstain/Undecided \_\_\_\_\_\_ Recuse/Conflict of Interest \_\_\_\_\_ Absent/Not in Room

\_\_\_\_\_\_\_\_\_Total Eligible Voting

For abstention, and recusal please identify faculty voting as such and provide short reason below (examples: for abstain could be undecided, for recuse could be current active practice partner or MPI on grant)

Mark Absent if committee member is not in attendance for the entire meeting or stepped out to take a call.

1. <Insert the following required statements>: The Department Promotion and Tenure Committee Chair is a <voting member/did vote on this consideration>. All votes were cast anonymously. Further, all voting committee members were offered the opportunity to provide specific information on the candidate’s strength and weaknesses.
2. Comments/Narrative Supporting Promotion and/or Tenure Include:
3. Comments/Narrative Not Supporting Promotion and/or Tenure Include:
4. If this is EARLY promotion and/or EARLY tenure, then a short paragraph must be added to justify the early consideration. Specific details are needed. Essentially, why is this person considered a “rock star” when compared to others coming up.