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>

Summary of the voting results related to **promotion**: \_\_\_\_\_\_\_Total Votes

\_\_\_\_\_ Yes \_\_\_\_\_No \_\_\_\_\_ Abstain \_\_\_\_\_\_ Recuse \_\_\_\_\_\_ Ineligible \_\_\_\_\_Absent (not in room)

Summary of the voting results related to **tenure**: \_\_\_\_\_\_\_Total Votes

\_\_\_\_\_ Yes \_\_\_\_\_No \_\_\_\_\_ Abstain \_\_\_\_\_\_ Recuse \_\_\_\_\_\_ Ineligible \_\_\_\_\_Absent (not in room)

For abstention and recusal please identify faculty voting as such and provide short reason in table (examples: abstain could be undecided; recuse could be conflict of interest or wrote a letter of recommendation or MPI on grant or practice partner; ineligible could be tenure status or is a lower rank of candidate). 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.

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| **Faculty Name** | **Rank** | **Tenured** **or** **Nontenure** | **PROMOTION****Voting Category on Present Action** Select One: Voted, Absent, Recused, (attended but recused themselves – note reason such as wrote a letter of ref), Ineligible (note reason such as insufficient rank) | **TENURE****Voting Category on Present Action** Select One: Voted, Absent, Recused, (attended but recused themselves – note reason such as wrote a letter of ref), Ineligible (note reason such as insufficient rank) |
|  | Chair of P&T and <rank> |  |  |  |
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