Sample for Tenure Track

Context for this memo: from the
H&SS Promotion and Tenure Handbook
Revised: April 9, 2009:

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2.3 Other Stipulations Concerning Appointment and Tenure Policy

“After the conclusion of each reappointment or promotion evaluation process, the unit head should provide written feedback to the candidate. This feedback should highlight the candidate’s strengths and weaknesses, and it should state the expected timing of the next reappointment or promotion evaluation, if any. This written feedback should provide the basis for interim meetings with the candidate to provide additional feedback concerning the candidate’s progress toward the next milestone and his or her progress in overcoming any weaknesses.”
Contributions to the Profession through Research:
X’s research investigates X. In particular, he/she examines X. He/she deals with X kinds of sources. In production is X. He/she has also X number of published studies in either top tier journals or selective collections, and an edition of X. He/she is working on X. Outside reviewers are generally positive with respect to promotion, but do not put him/her currently in the top tier of the field. At the same time, many outside writers and committee members consider him/her to be a talented scholar who will produce a significant body of important original work. Reviewers have provided permission to share with X some of their assessment of his/her work (see attached page).

Teaching and Curriculum Development:
X’s teaching and educational contributions are excellent.

X has developed and taught courses at the X levels of the X curriculum.

Describe regular course load.

Comment on innovations and challenges if there are any.

Comment on the FCEs. Preserving anonymity, give some sense of the comments from students and committee members.

Service to Department, College, University, and the Profession:
Describe X’s service and citizenship at the Department, College, University and wider community levels (use descriptors: valuable, extraordinary, significant, etc.)

Highlight some of the most noteworthy examples (key committees, leadership roles, advising, etc.) and share some anonymous feedback from colleagues.

Summary:
There was clear support for promoting X to X in order to provide him/her the opportunity to establish himself/herself as a leading scholar in his/her field, but there was also strong sentiment that he/she would need to do more in order to prepare for the next review. Specifically, there was general consensus that he/she would need to fulfill the first three and ideally all four of the following: 1) X in press will need to be reviewed favorably; 2) the X monograph will need to be finished and accepted for publication; 3) the X monograph will need to be evaluated favorably by letter writers, and 4) ideally, the monograph will already in print and reviewed favorably. Consideration of his/her promotion to Associate Professor with indefinite tenure is projected for X date, but no later than X date.