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.”
Sample for Teaching Track

FROM: **Name**
TO: File of X
DATE: DATE
RE: Summary of post promotion review follow up with X

This memo provides feedback shared with X after his/her successful review during X for reappointment/promotion as X.

**Educational Contributions within Carnegie Mellon (e.g. Classroom Teaching, Curriculum Development, Advising, and other CMU Educational Activities):**

Comment on X’s teaching assignments, innovations, course content, and learning outcomes for students.

X’s teaching and educational contributions are DESCRIPTIVE WORDS. X continues to teach a wide range of courses in the X program. X has developed two innovative offerings at the X and X levels, “titles,” and significantly revised an X level class on X to shape it around important current events and issues. X has also supervised an “incredible array” of independent study courses to foster students’ engagement in independent as well as collaborative research.

All of X’s courses incorporate a rich array of interdisciplinary texts and activities to foster students’ interest and analytical thinking. X has helped enrich the curriculum by promoting the integration of arts and visual literacy. At the same time, these elements are well integrated and level appropriate to promote students’ development of reading, writing, speaking and listening skills in X language.

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

**Other Research, Scholarly, Creative, and Educational Activities Relevant to Establishing a Reputation at the National or International Level:**

Comment on the development of X’s work in this category.

X’s principal educational and research activities reflect his/her strong interests in curriculum development, literary and cultural studies with a focus on X, and community engagement, especially in X. During the current reappointment period, his/her work on X has been substantial and significant. X is co-leader of an initiative to review and redesign the curriculum in X. This work resulted in presentations at X conferences/articles on X.

X’s research on X focuses on X. In one project, X’s analyses investigate X. The second project traces X, and she/he is at X stage with this work.

X’s community engagement activity has involved X. X has delivered presentations about this work at X.

Add some comments about what the candidate should do going forward:
There is consensus among committee members that broader audiences could benefit from X’s expertise in X areas.

For promotion to X, X will need to develop her/his educational and research contributions outside of Carnegie Mellon and share more of the work and best practices in which he/she engages with colleagues in some of his/her fields of interest.

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

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

To all of these numerous activities, X brings a special energy and sensitivity greatly appreciated by colleagues.

**Summary:**
There is clear support for reappointing/promoting X to X. X is an outstanding teacher and advisor, and a strong advocate of students.

Note what is necessary to do to be considered for the next promotion. Sometimes there is a range of possibilities:

In order to be considered for X, X’s work on X should be reviewed carefully by the outside community or X might choose to propose a method by which X’s work on X could be assessed objectively via a rigorous educational research study conducted internally. Alternatively, X might more aggressively publish and share his/her work on X or X. To get to the next level, X needs to establish a more substantive national or international reputation, for work on X, X, or X.

State the date projected for the next review:
X’s next review, ideally for promotion to X, is projected for no later than DATE.