

Date

To: Dean of College of Arts & Sciences

RE: Promotion case for Professor XXXX

Dear Dean.....

On behalf of the department of XXXX, I am writing to recommend/not recommend the promotion of Professor XXX to the rank of XXXX.

Date of department vote:

Total faculty eligible to vote:

Affirmative votes:

Negative votes:

Recused votes:

As Chair/Director's, my vote is not included in the above total. I support/do not support this promotion.

The remainder of the letter should include the chair/director's own assessment of the candidate's record in research, teaching, and service. The letter should also include:

- *the candidate's year of appointment at UW and, if appropriate, the year of their last promotion;*
- *a list of any years when the candidate's tenure-track promotion clock was paused or extended – no reason need be provided (for example, "The candidate's promotion clock was paused in 2018-19 and 2020-21.");*
- *an account of the departmental process for identifying and inviting external reviewers, the qualifications of those recruited, and their relationship (if any) with the candidate; and*
- *the chair/director's summary of the departmental deliberations as a subsection or an attachment.*

Any unusual or negative features of the candidate's record – for example, low teaching evaluations or negative comments in an external review letter – should be discussed and addressed rather than ignored.

Signed,

Chair/Director