

October __, 2021

S. Jack Hu
Senior Vice President for Academic Affairs and Provost

RE: [Candidate Name], [Current Rank]; [Years in Rank]; Candidate for [Recommended Rank];
[School/College]; [Department]

Dear Provost Hu:

I would like to recommend that [Candidate name] be promoted to [Rank] of [Department], with tenure. Professor [Name] received his/her/their [Terminal degree and other relevant educational background]. [Relevant pre-academic professional experience]. He/she/they joined the University of Georgia as [a/an Rank] in [Year] and was promoted to [Rank] in [Year] and to [Rank] in [Year]. He/she/they was/were granted tenure in his title of [Rank] in [Year]. This is his/her/their [Ordinal number] year in rank.

Professor [Name]'s allocation of effort is __% instruction, __% research/creative activities, __% service, __% administration, extension, clinical, or other.

CANDIDATE FOR TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR:

Professor [Name]'s dossier provides clear and convincing evidence of emerging stature as a regional or national authority per the criteria listed in [Department]'s PTU Guidelines. [FOR TENURE: Professor _____ has a record of exemplary performance in the discharge of his/her/their primary responsibilities in teaching; research or other creative activities; and service to society, the University and the profession. I anticipate that he/she/they will continue to be an active and productive scholar.]

CANDIDATE FOR PROMOTION TO PROFESSOR: Professor [Name]'s dossier provides clear and convincing evidence of high levels of attainment in the criteria appropriate to his/her/their work assignments and the mission of the unit, per the University's criteria and criteria established by [Department]'s PTU Guidelines. Professor [Name] has attained national or international recognition in his/her/their field and the likelihood of maintaining that stature.

CANDIDATE FOR PROMOTION TO CLINICAL ASSOCIATE PROFESSOR: Professor [Name] demonstrates excellence in clinical competency and is recognized as a regional authority in [Note practice specialty] based on documented excellence in patient care, student instruction, scholarly activities, professional leadership, practice and/or service.

CANDIDATE FOR PROMOTION TO CLINICAL PROFESSOR: Professor [Name] demonstrates excellence in clinical competency and is recognized nationally as an authority in [Note practice specialty] based on documented excellence in patient care, student instruction, scholarly activities, professional leadership, practice and/or service. Further, Professor [Name] demonstrates

Commented [OFA1]: If joint appointment, indicate second department and percentage assignment in each.

Commented [OFA2]: The role of the dean in the promotion and/or tenure process is to provide a thorough, independent evaluation of the candidate by (1) ensuring consistency in the application of the standards for promotion and tenure within the school/college; (2) promoting fairness in the promotion and/or tenure process; and (3) seeing to it that candidates for tenure are central to the mission of the unit and school/college.

Commented [OFA3]: If applicable. If the candidate is applying for promotion only, note current tenure status as indicated below.

Commented [OFA4]: If the candidate is going up early, in the 4th year in rank, strong justification is required. If the candidate is applying for tenure, specify any credit toward the minimum probationary period granted at the time of hire or any extensions to the minimum probationary period previously approved.

Commented [OFA5]: Note any changes since initial appointment, including reallocation of effort, administrative appointment, joint appointment in another academic unit, or secondary appointment with a center, institute, or other unit.

Commented [OFA6]: Insert appropriate summative paragraph for the desired rank.

superior performance and is recognized by students and peers as an outstanding educator in [Note discipline].

Teaching

[Briefly state the teaching standard from the Departmental PTU Guidelines]

Professor [Name] has taught a total of [Number] classes in [Department] encompassing [Number] different courses. [Add any details related to course development or other significant efforts]. The previously existing courses that he has taught are [List of courses]. [Brief summary of student end-of-course evaluation scores and comments, if included in the dossier as evidence of teaching effectiveness; separate by undergraduate and graduate level courses.] [Brief summary of courses taught, credit hours, and enrollments, which may be presented in chart form as follows.]

Commented [OFA7]: These may be presented in chart form.

Course Name	Credit Hours	Semesters Taught	Enrollment

[Brief summary of other evidence of teaching effectiveness included in the dossier, e.g., peer evaluations, self-assessments, honors or awards, publications or grants related to teaching, professional development related to teaching, policy development or revisions related to teaching, etc.] [Brief summary of work supervising and mentoring graduate students, including number graduated and notable placements; number of committees chaired, co-chaired, or served.]

Research

[Briefly state the research, scholarship, or creative activities standard from the Departmental PTU Guidelines.]

Professor [Name] is a recognized leader in research on [describe particular expertise and distinctions]. He/she/they began his/her/their academic career [describe background]. As a general theme, his/her/their research [describe scholarly agenda/focus of research, highlighting distinctions, e.g., major grants, entrepreneurial research efforts and achievements, books or other significant publications]. Professor [Name]'s research has been published in [Number] refereed journal articles, and [Number] refereed conference or symposium papers. His work has been cited [Number] times (without self-citations), and he has an H-index of [Number]. [Note number of presentations, including prominent venues or invitations; editorships, honors or awards, patents, copyrights, or other applied research, etc.] [Describe trend in terms of publications and/or citations over the faculty member's career, generally, and review period, in particular.] [Describe external funding, including total amount as PI and number of additional projects as co-PI or other involvement.]

Commented [OFA8]: For promotion to Professor, specifically note evidence of national or international visibility, such as documentation of national or international awards, invitations to present at prestigious institutions and forums, service as president/vice president of professional societies or as chief editor of a scholarly journal, etc.

Commented [OFA9]: Substitute reference to books or other publication venues appropriate for the discipline.

Commented [OFA10]: Substitute reference to discipline-specific criteria, ranking, and/or metrics, as applicable.

External reviewers praised Professor [Name]'s research. [Brief summary of external reviewers' comments, including selective quotes or specific observations].

Commented [OFA11]: Explain or contextualize any negative reviews or comments. Quotations should not select only positive comments, if that does not fairly represent the entire set of letters.

Reviewer A, [Affiliation]: [Quotes or excerpts]

Reviewer B, [Affiliation]: [Quotes or excerpts]

Reviewer C, [Affiliation]: [Quotes or excerpts]

Reviewer D, [Affiliation]: [Quotes or excerpts]

Reviewer E, [Affiliation]: [Quotes or excerpts]

Service

[Briefly state the service to society, the University and the profession standard from the Departmental PTU Guidelines.]

Professor [Name] has served on [Summarize national, institutional, school/college, departmental, and/or community service, as relevant, highlighting any awards or distinctions for service; leadership positions, e.g., editorships, committee chairs, conference planning committees, mentoring committees; and other significant efforts].

The candidate's Promotion and Tenure Unit (PTU) voted [Characterize vote count, e.g., unanimously, overwhelmingly, strongly in favor of] promotion and/or tenure], by a vote of [Note vote tally]. The School/College Promotion Review Committee also [Characterize vote, e.g., endorsed, strongly supported, supported with some reservations] the PTU's recommendation, by a vote of [Note vote tally].

Commented [OFA12]: Explain or contextualize any negative reviews or comments.

Commented [OFA13]: Explain or contextualize any negative reviews or comments.

In sum, I [strongly support/cannot support/have reservations about] the recommendation of the PTU and/or School/College Promotion Review Committee because [Provide brief rationale for concluding statement].

Sincerely,

[Name]
[Title]
[School or College]