October \_\_, 2025

Benjamin C. Ayers

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 Ayers:

I recommend that [Candidate name] be promoted/not be promoted to [Rank] of [Department], [with tenure/and not be granted tenure]. [Briefly describe education and pre-faculty appointment training and/or experience and timing since beginning tenure-track/clinical-track appointment.]

The candidate’s Promotion and Tenure Unit (PTU) [or Clinical Appointment and Promotion Unit (CAPU)] voted [Characterize vote count, e.g., unanimously, overwhelmingly, strongly in favor, not in support 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, did not support] the candidate’s promotion and/or tenure, by a vote of [Note vote tally]. [*If the votes were negative or mixed and/or the candidate provided responses to the faculty recommendations, the letter should be more detailed, explaining your reasons for supporting or not supporting the recommendations. If the recommendations are consistent and unrefuted, a shorter letter will suffice.*]

**Teaching – Provide summary of teaching contributions in light of P&T standards**

Professor [Name] has taught a [list course titles or describe area of teaching focus] in [Department]. [Add any details related to course development or other significant efforts in teaching, course design/redesign, or similar efforts].

[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, as relevant to the PTU/CAPU criteria.]

**Research – Provide summary of research contributions in light of P&T standards**

Professor [Name] is a recognized leader (if appropriate) in research on [describe particular expertise and distinctions.] 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 [list examples of journals/publications]. [Note number of presentations, including prominent venues or invitations; editorships, honors or awards, patents, copyrights, or other applied research, etc., as relevant to the PTU/CAPU criteria]. [Describe external funding, as relevant to the PTU/CAPU criteria.]

External reviewers praised/commented favorably on (accurately portray external reviewer letters) Professor [Name]’s research. [Brief summary of external reviewers’ comments, including selective quotes or specific observations. [*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.*].

**Service – provide summary of service contributions in light of P&T standards**

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, as relevant to the PTU/CAPU criteria.].

[Conclusion, with overall recommendation for or against the rank/tenure for which the candidate is applying.]

Sincerely,

[Name]

[Title]

[School or College]