Writing Effective Letters for Annual Review of Faculty
For Department Chairs

What's frustrating about this task?
- It's so important!
- Not enough guidance!
- Not enough time!

Backwards Design
Where do you want to end up?
- With contributions from all or most of the faculty in the department
- With a letter that is data-informed, accurate, supportive, effective . . .

HOW TO GET THERE?

Getting Faculty Buy-In for this review process
- Feedback is GOOD
- Collaboration strengthens everyone's case
- This should not rest with the chair alone
- The standardized form is helpful
- A process of preparing the dossier and revising it familiarizes everyone with the expectations, the AAUP contract, etc.

Worth Discussing
Who *is* your audience?
- Should you compare one faculty member to another?
- How much should you "explain" the research?
- How much are chairs an advocate for the candidate?
RECOMMENDATION OF THE DEPARTMENT CHAIR/PROMOTION AND TENURE COMMITTEE

Department/College: SAMPLE for Department Chairs

Candidate Being Reviewed: Workshop 9/22/17

Action Under Consideration (Check One):

☐ Promotion to Associate Professor with Tenure
☐ Promotion to Full Professor
☐ Advancement to Full Professor III
☐ Promotion to Clinical Associate Professor or Research Associate Professor
☐ Promotion to Clinical Full Professor or Research Full Professor
☐ Renewal in Rank Associated with Annual Review
☐ Other

Department Chair/Promotion & Tenure Committee Chair Name:

______________________________

1. Please describe the candidate’s duties and responsibilities, including workload expectations, during the review period.

Data Sources for this section:

AAUP Contract, Articles 15.1 - 20.7
Folder 01 Appointment Letter
Folder 08 Employment History, Awards, and Applicant Statement
Folder 09 c.v.

Begin with date of hire, current rank, date of last review.

For workload expectations, include the standard for the department and/or college. Provide explanation for any departures from the standard for this candidate.
2. Provide your assessment of the candidate’s performance in the areas of teaching, scholarship, and service. Please include in your assessment a summary of department peer opinions and evaluations and reviews of external evaluators. You may attach a letter or write directly in the box below.

Data Sources:

AAUP contract
Folder 01 Appointment Letter
Folder 04 External Review Letters (for scholarship)
Folder 05 Annual Reviews (from previous reviews, from dean and chair)
Folder 06 Department Peer Evaluations
Folder 07 Department Review Process
Folder 08 Employment History, Awards, and Applicant Statement
Folder 09 CV
Folder 10 Teaching and Learning Support Materials
Folder 11 IDEAs (or SETs)
Folder 12 Research, Artistic, Creative, or Other Scholarly Activity
Folder 13 Service and Professional Outreach

3. As per the contract, provide a statement of future duties and responsibilities as discussed with the candidate.

This discussion with the candidate needs to take place after the portfolio is submitted but before writing the annual review.

Chairs upload this form (or a letter) to Folder 03.
4. Report of department faculty vote; please indicate the number that:
   
   _____ Support the action
   
   _____ Do not support the action
   
   _____ Abstain

5. Report of Promotion and Tenure Committee vote (if applicable); please indicate the number that:
   
   _____ Support the action
   
   _____ Do not support the action
   
   _____ Abstain

6. Department Chair/Promotion & Tenure Committee Chair Recommendation:
   
   [ ] I support the proposed action
   
   [ ] I do not support the proposed action

Signed: ____________________________

Date: ____________________________