

RTP Letter to the Dean Check List for Chairs and Directors

Check Off



- _____ Follow the procedures outlined in Article 13 Reappointment, Tenure and Promotion in the Collective Bargaining Agreement (CBA).

- _____ Identified whether or not this candidate in her/his fourth year review (thus the file will go to the provost) and specified this in my recommendation letter.

- _____ Identified is candidate is Joint Title or Joint Appointment and followed special CBA guidelines associated.

- _____ Clearly indicate whether the appropriate committee “followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria”; and “include an assessment of his/her determination that these procedures and criteria have been addressed” (13, 6, F 3 and 4).

- _____ Report the appropriate committee’s vote. See 13, 6, D for rules concerning “abstentions.”

- _____ **Clearly state your recommendation to the dean in your initial paragraph.**

- _____ Provide a brief summary of the candidate’s service with respect to the year of appointment and the numbers of years in service. If service at another university is relevant to the action being taken, then a brief summary of that service would be appropriate.

- _____ Include a paragraph for each of the following topics:
 - _____ Quality of teaching
 - _____ Quality of research and scholarly activity
 - _____ Quality of professional, University and community service
 - _____ Professional conduct as defined in written standards

- _____ Chairs/Directors are encouraged to be specific in these areas by citing significant accomplishments.

- _____ Conclude the letter with a restatement of the recommendation.

- _____ It is suggested that the Chairs’/Directors’ letters be from one to two pages in length for assistant professor reappointments. In cases of tenure and promotion to associate professor and promotion to full professor, the letters might be somewhat longer and more detailed, including, where appropriate, recognition of the contributions of external reviewers. In your letters, **do not identify the external reviewers by name or provide any information that allows them to be identified.**