TEMPLATE FOR DEPARTMENT CHAIR LETTER

The Department Chair must submit a letter proposing a faculty candidate for promotion, along with the Chair perspective of the major accomplishments by the candidate that support promotion. Use of this specific template format is optional.

[Date]

Committee on Promotions and Tenure

RE: [Full name, & Degree]
[Current Rank]
[Promotion Track]
[Primary department/section – and joint appointments, if applicable]

Dear Promotions Committee Members:

This letter is to present [Faculty Candidate Name] who is being considered for promotion to the rank of [Proposed Rank].

[This letter should supplement and provide a Chair level perspective on the information that is detailed in the Departmental P&T Committee letter. It does not necessarily need to repeat information that is also presented there. While this letter does not have to be lengthy or comprehensive, it is helpful to the committee if it highlights the most important aspects of the candidate’s accomplishments that support promotion from your perspective. Particularly valuable are comments about unique contributions to the department and institution at the local level, any novel scholarly contributions to your specialty, and what elements of the candidate’s accomplishments support a regional or national reputation in your field.]

Sincerely,

Chair, Department of [Department]