Chair’s Letter

Source: UB Faculty/Staff Handbook
http://www.business.buffalo.edu/UbbContent/Hrs/facultyhandbook/III.htm

I. Purpose: This letter should be written with great care and clarity since it represents the Chair’s recommendation and is considered an endorsement to the Dean and subsequent review bodies at the School and University levels. The letter interprets and contextualizes the candidate’s work for reviewers from various disciplines.

II. Content: The Chair’s letter should essentially address three areas of the candidate’s contributions:

A. Research and Scholarship: A thorough description of the candidate’s work, including an explanation or assessment of:
   1. the impact of the work on the discipline
   2. any limiting or mitigating factors
   3. the quality of publications and scholarly endeavors
   4. grant awards and other external funding
   5. past accomplishments
   6. future promise

Chair’s should also recognize the special nature of cross-disciplinary scholarship and research, and ensure that an appropriate evaluation from other participating departments or research centers be included. In cases where the candidate’s work occurs in collaboration with others, whether as co-sponsor of a grant or co-author of a publication, care should be taken to indicate precisely the candidate’s degree of contribution in each instance.

B. Teaching: A description and analysis of the candidate’s teaching contributions.
   1. Importance of his/her contributions to the Departmental and School’s educational mission.
   2. Any innovations in teaching or curriculum development or mentoring.
   4. Leadership role in directing courses, workshops, etc.

C. Service: This section comprises three categories (which appear as five entries on the candidate’s CV); address only those applicable to the candidate:
   1. Professional/Public - describe the candidate’s professional or scholarly expertise that contributes to improving society’s welfare (e.g., serving on state or national task forces, providing technical or other assistance to social or government agencies, doing clinical work). Also include descriptions of the candidate’s contributions to the profession itself:
      a. participation in professional organizations
      b. editorial responsibilities with presses and journals
      c. organization of conferences and symposia
   2. University/School/Departmental – summarize any administrative and committee service roles within the university, school and department.
   3. Community – summarize any contributions to local service and community organizations.

D. Additional contents: The letter should include the department’s quantitative vote outcome with commentary on the degree of departmental support.