**Chair’s Letter Template – Bulleted Outline**

**Paragraph 1: Introduction**

* Context: letter as Chair’s endorsement for Dean and University-level review.
* Candidate’s full name and current title.
* Statement of support for promotion or appointment to [Proposed Rank].
* Departmental vote outcome:
  + **Quantitative vote**: [e.g., 8 in favor, 2 opposed].
  + **Address split vote**, if applicable. This can also be addressed in specific sections below related to opposed vote.

**Paragraph 2: Candidate’s Background**

* Highest degree, field, institution, and year awarded.
* Year joined department.
* Summary of academic or clinical focus.
* Areas of expertise or scholarly interest.
* Discuss any approved leaves that have extended the tenure clock, i.e. COVID

**Paragraph 3: Teaching**

Teaching performance rated as **Meritorious** or **Excellent**.

* Courses taught (include variety, level).
* Notable teaching responsibilities (e.g., directing courses, curriculum design).
* Highlights from assessments:
  + **Student evaluations** (include representative quote).
  + **Internal teaching evaluations or mentee letters** (summarize or quote).
* Mentoring activities (e.g., undergraduate research, thesis advising).
* Teaching awards or innovations (if applicable).
* Discuss any civic/community engagement activities that call upon the candidate’s academic expertise (evaluated as teaching), when appropriate.
* Discuss any extraordinary teaching contributions of the candidate, if appropriate.
* Address any potential short comings (if applicable)

**Paragraph 4: Service (and Clinical, if applicable)**

Overall service rating: **Meritorious** or **Excellent**.

* **Department/School/University service**:
  + Committees, leadership roles.
* **Professional/public service**:
  + Participation in professional organizations.
  + Editorial work, conference planning, task forces.
* **Community service** (if applicable).
* **Clinical contributions** (if applicable):
  + Clinical duties, patient care, supervision.
  + Leadership in clinical education or innovations.
* Discuss any extraordinary service contributions of the candidate, if appropriate.
* Discuss candidate’s contributions to diversity, equity and inclusion more broadly, if appropriate.
* Address any potential short comings (if applicable)

**Paragraph 5: Scholarship**

Scholarship rating: **Meritorious** or **Excellent**.

* Include a thorough description of the candidate’s work
* Include an explanation of the impact of the work on the discipline
* Discuss Quality and quantity of publications.
* Discuss External funding and major grants.
* Comment on future trajectory.
* Discuss Collaborative work (if applicable):
  + Clarify candidate’s role in co-authored or co-investigator projects.
  + Discuss Cross-disciplinary or center/institute affiliations.
* **External Evaluators**:
  + Include Rationale for selection (e.g., reputation, expertise).
  + Include Notable quotes from letters (2–3 strong quotes).
* **Internal Evaluators**:
  + Include key points or quotes from internal assessments.
* Note any community-engaged research or cross-disciplinary work or Team science-based work.
* Address any potential short comings (if applicable)

**Paragraph 6: Conclusion**

* Summary endorsement for promotion or appointment.
* Restate key strengths across scholarship, teaching, and service.