
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.
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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
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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)
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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.
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