TO: Chairs, College of Liberal Arts

FROM: Glenn Hopkins

DATE:

SUBJECT: Format for Chair’s Evaluation for Tenure/Promotion Dossiers

To facilitate the work of the Liberal Arts Tenure and Promotion committee, I ask that you use the following format for your evaluations for tenure/promotion dossiers; this is the same format we have used for the past two years.

An introductory paragraph should give any necessary factual information about the candidate, e.g., how long the candidate has been employed here, the date of the last promotion, if relevant, and a note if the candidate received a reduction in time to tenure.

Please follow the opening paragraph with clearly labeled sections for research, service, and teaching. These sections should be followed by a summary.

**Research** – Please be sure that we have in the dossier complete descriptions of the outside references for the candidate. The candidate's dissertation supervisor should not, except in extraordinary circumstances, be one of those references. The chair should address in his or her letter the importance of the research or creative work being done by the candidate. This discussion should incorporate the language used in the tenure and promotion dossier, i.e., the letter from the chair should explain clearly how the candidate's record meets the standards in the tenure and promotion document using language drawn from that document.

**Service** – While service does not carry the same weight in most disciplines as teaching and research, it should not be neglected. Please point out the service at all levels in which the candidate has been engaged.
Teaching – Please include, if available, the teaching evaluations of the candidate for the previous five years. You need only include the summary sheets for each class, i.e., it is not necessary to include the individual sheets filled out by each student. You may include those if you believe comments on those need to be seen by the committee, or you may simply note the comments in your letter. Departments now have in place a second method for evaluating teaching for those standing for tenure. Please briefly explain in your letter the procedure used in the department, and then report the results. The committee will then have two different perspectives of the teaching record of the faculty member. You may also wish to comment on direct observations about teaching made in seminars or colloquia.

Summary – Please give a summary of your analysis of the candidate’s total record in this section, again referring to the language of the tenure and promotion document, and make a recommendation for or against tenure/promotion. You should include the discussion of the faculty and carefully point out the differences, if any, between the faculty's judgment and yours.

Please let me know if you have questions or have ideas that might help make this process go more smoothly.