DEO Promotion Letter Template – Instructional Track Faculty

Dear Colleagues,

I write to recommend the promotion (or not) of Professor XXXX to the rank of Associate/Full Professor of Instruction. The DCG voted XX in favor of and YY against promotion, and I do/do not concur with their assessment. Below I summarize my assessments of the record of accomplishments in teaching, service, and professional productivity, and the evidence that Professor XXXX has met the criteria for promotion.

Add a paragraph summarizing key aspects of the teaching and mentoring record

Add a paragraph summarizing key aspects of the record of service to the department, the college, the institution, and the profession.

Add a paragraph summarizing key aspects of the record professional productivity.

Add paragraphs addressing each of the relevant promotion criteria pointing out the evidence in the record that the candidate meets this criterion for promotion.

For promotion to Associate Professor of Instruction:

1. hold the doctorate or terminal master’s degree in a related discipline or equivalent combination of education and experience;
2. have an established record of sustained success and excellence in teaching, including, if applicable, development of new approaches to teaching;
3. have achieved unmistakable recognition for professional contributions; and
4. have a substantial and sustained record of effective participation in service to the department and where appropriate to the College, the institution, or profession.

For promotion to Professor of Instruction:

1. hold the doctorate or terminal master’s degree in a related discipline or equivalent combination of education and experience;
2. have an established record of sustained, outstanding success, excellence, and, if applicable, innovative achievement in approaches to teaching;
3. have achieved distinctive national recognition for professional contributions beyond the University; and
4. have an outstanding and sustained record of effective participation in service to (1) the department and (2) to the College or the institution, and, where specified by the department, an outstanding record of effective professional service in the community.

The closing paragraph can summarize the DEO assessment and address any conflicts with the DCG vote, within the DCG discussion, or from confidential evaluations submitted by DCG members.

Note: In each of the preceding paragraphs summarizing the record and addressing the promotion criteria it is essential to directly address any weaknesses in the record and how those weaknesses contribute to the overall assessment. If the DEO believes that weaknesses with respect to one or more of the promotion criteria can be overlooked, they must explain their rationale for that conclusion. Candidates for promotion must meet all of the promotion criteria independently, and strength with respect to one or more of the criteria cannot serve to offset a failure to meet another one of the criteria.