DEO Promotion Letter Template – Clinical Track Faculty

Dear Colleagues,

I write to recommend the promotion (or not) of Professor XXXX to the rank of Clinical Associate/Full Professor. 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, professional productivity, and service, the perceptions of the external reviewers, 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 a paragraph summarizing key themes in the external letters drawing out relevant quotes.

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 Clinical Associate Professor:

1. to hold the doctorate or terminal master's degree in the discipline;
2. to have current certification and/or licensure as specified by the department of appointment;
3. to have an established record of sustained success in clinical or other professional practice;
4. to have an established record of sustained success in teaching and/or in clinical supervision at the undergraduate and/or the graduate levels and/or in clinic direction (as appropriate to the position description);
5. to have an established record of success in professional productivity and (where appropriate to the position description) direction of clinical activities in ways that contribute to and sustain departmental research programs; and
6. to have an established record of effective participation in departmental service (including, but not limited to, clinical service) and in service to state, regional, and/or national professional organizations and, where specified by the department, in professional service in the community.

For promotion to Clinical Professor:

1. to hold the doctorate or terminal master's degree of the discipline;
2. to have current certification and/or licensure as specified by the department of appointment;
3. to have an established record of sustained success and excellence in clinical or other professional practice;
4. to have an established record of sustained success and excellence in teaching and/or in clinical supervision at the undergraduate and/or the graduate levels and/or in clinic direction (as appropriate to the position description);
5. to have achieved unmistakable recognition for professional contributions and (where appropriate to the position description) direction of clinical activities in ways that contribute to and sustain departmental research programs; and
6. to have a substantial and sustained record of effective participation in service (including, but not limited to, clinical service) to the department, to the institution, and to the profession at the regional and/or national level, and, where specified by the department, a sustained 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.