DEO Promotion Letter Template

Dear Colleagues,

I write to recommend the promotion (or not) of Professor XXXX to the rank of 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, research, 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 research/scholarship/creative work.

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 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 Associate with Tenure:

1. to hold the doctorate or other terminal degree of the discipline or to have equivalent training and experience as appropriate to the particular appointment;
2. to have an acknowledged record of success in undergraduate and graduate teaching, including successful direction of doctoral and/or master's candidates, as applicable;
3. to have national recognition for a productive program of research, scholarship, or creative work, supported by substantial, significant publication (or the equivalent) of high quality;
4. to have participated in the professional activities of the discipline, in ways other than teaching and research; and
5. to have established an appropriate record of departmental service.

For Promotion to Full Professor:

1. to hold the doctorate or other terminal degree of the discipline or to have equivalent training and experience appropriate to the particular appointment;
2. to have an acknowledged record of continued success in undergraduate and graduate teaching, including continued successful direction of doctoral candidates to the completion of their degree programs, as applicable;
3. to have sustained unmistakable national recognition and, where applicable, to have achieved international recognition for a productive program of research, scholarship, or creative work of high quality; and
4. to have a substantial and sustained record of effective service to the department, the institution, and the profession.

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.