Month Day, Year

TO: Name, Dean of Name of College

FROM: Personnel Council: List PC Members (Summary prepared by Name of PC Member who wrote the review)

RE: Promotion Recommendation for Assistant Professor Name

The Personnel Council met on DATE to review the professional materials submitted by Assistant Professor NAME and prepare a recommendation for his/her/their promotion to the rank of Associate Professor with tenure. Professor and Chair of UNIT, NAME, was present for the review.

Dr. NAME1 moved to promote Dr. CANDIDATE to the rank of Associate Professor with tenure and Dr. NAME2 seconded the motion. The Personnel Council’s review of his/her/their tenure file, supporting materials and discussions with Dr. CANDIDATE are summarized below.

Teaching:

Dr. XXX’s contributions in teaching are varied, ranging from the first-year seminar program to the Environmental Science and Policy graduate program. Committee members commended her for responding to student feedback effectively and her dedication to developing and applying a wide variety of teaching modalities to improve student learning. The committee applauded Dr. XXX for her dedication to professional development as highlighted by recent training (UW-Madison) and ongoing involvement with the Tiny Earth curriculum initiative. Furthermore, Dr. XXX has an impressive record in mentoring and training students to be successful in graduate programs. Dr. Draney indicated that Dr. XXX “shines” as a mentor, providing effective and extensive individualized instruction opportunities for students. Dr. XXX’s range and effectiveness as a teacher are excellent assets for the UW-Green Bay community.

Scholarship:

Dr. XXX has published several peer-reviewed publications in highly respected journals and has obtained several external grants in excess of $130,000. Her ability to seek out and develop collaborations has been extremely impressive. Additionally, Dr. XXX has unselfishly involved several undergraduates and graduate students in her research to an extent that belies her strong record of achievement in scholarship. Her strength in expertise in molecular biology has filled a void in Natural and Applied Sciences, expanding the scope and caliber of research offerings at UW-Green Bay to the benefit of her colleagues and students. Dr. XXX’s record in scholarship is outstanding.

Service:

Dr. XXX has a variety of commitments at all levels of service: departmental, institutional and community. She has demonstrated considerable leadership including chairing the online Master’s program in Biotechnology, the Faculty Senate and facilitating the development of the Microbiology Emphasis for the Biology program. Dr. Draney indicated that Dr. XXX willingly fills important niches for NAS and the institution, including the Einstein (STEM) project and overseeing the NAS seminar series. She serves as an Ad Hoc referee for several respected journals in her field and holds an elected office in a professional society. Dr. XXX has a commendable history of sharing her expertise unselfishly at all levels of service.

In summary, the Personnel Council concluded that Dr. XXX’s service record is exceptional and holds great promise for future contributions.

To summarize, Dr. XXX has an excellent record in teaching, scholarship and service. The Council voted unanimously to recommend Assistant Professor XXX to the rank of Associate Professor with tenure.

Motion to recommend Assistant Professor XXX be promoted to the rank of Associate Professor with tenure: 6/0/0

Personnel Council Members:

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Heidi Sherman (Chair)



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Dana Atwood

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Adam Gaines

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Tim Kaufman

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Ekaterina Levintova

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Brian Merkel