**MEMORANDUM**

**DATE:** February 20, 2018

**TO:** Kate Burns, Provost and Vice Chancellor for Academic Affairs

**FROM:** INSERT YOUR NAME HERE, Dean, College of INSERT YOUR COLLEGE HERE

**RE:** Promotion and Tenure Recommendation for XXXXX

Based on my review of ASSISTANT/ASSOCIATE Professor INSERT NAME OF INDIVIDUAL HERE materials and unanimous recommendation of the PERSONNEL COUNCIL/COMMITTEE OF SIX, and affirming recommendation of the NAME OF UNIT Executive Committee, I recommend that Dr. NAME OF INDIVIDUAL receive promotion to the rank of ASSOCIATE PROFESSOR/FULL PROFESSOR with tenure effective for the 2018/19 academic year. Dr. NAME started at UW-Green Bay in YEAR STARTED with [IF APPLICABLE -- 3 years of credit toward tenure granted in her contract letter given prior experience at UW-Eau Claire as an Assistant Professor].

THE FOLLOWING IS A NARRATIVE FROM A PREVIOUSLY PROMOTED INDIVIDUAL FOR THE SAKE OF EXAMPLE.

**Teaching**

Dr. XXXXX has taught courses in the Education department in the areas of culture and diversity, social studies, and foundations of education. In addition to important course content, her courses incorporate much thoughtfulness and application of critical thinking, problem solving, self-reflection, and language. One comment shared in a letter of support described “her ability to create meaningful and powerful learning opportunities for her students”. Excellence in teaching is well supported by her student course evaluations, letters of support from peer colleagues at UW-Green Bay and UW-Eau Claire, classroom observations of her teaching, and her own reflections on her pedagogy.

Dr. XXXXX has experience teaching F2F and online courses. She received Quality Matters certification for her course, EDUC 206 *Cultural Images in Media for Children and Adolescents*. She contributed to the development of the Ed.D. First Nations Education (e.g., program proposal to UW System, Ed.D. course syllabi). Dr. XXXXX’s record includes involvement with colleagues from other disciplines and interdisciplinary teaching, especially in the areas of First Nations Studies and American Indian Studies.

A focus on professional development as an instructor is evident in Dr. XXXXX’s materials thru involvement as a UW System OPID Teaching Fellow (2016/17) and UWGB Online Teaching Fellow (2014), recipient of a UW-Green Bay Instructional Development Council Teaching Enhancement Grant (2014), ongoing participation in professional development programs, and professional memberships related to teaching,

**Scholarship**

Dr. XXXXX has developed a solid record of scholarship in the area of critical race studies, and she has integrated her research well with her areas of teaching and service. Her research in addressing the intersections of inequality and student experiences in higher education is highly relevant to the discipline of Education as well as the field of higher education. Much of her research is with Hmong American undergraduate students, and their experiences are viewed through the “lens of race” rather than of “cultural differences”. Dr. XXXXX offered that this framework has been beneficial to Hmong students and communities in new understanding of race as an influence in their lives. During her time as an assistant professor, both at UW-Green Bay and UW-Eau Claire, she published three peer reviewed articles and two book chapters, and has presented at six national peer-reviewed conferences, one international peer-reviewed conference, and a number of regional and local meetings and conferences. Dr. XXXXX has several manuscripts and presentations in process.

Dr. XXXXX has been successful in obtaining numerous grants including a Dean’s Summer Research Fellowship (2016 and 2015), Research Scholar Award (2015/16), Grants in Aid of Research funding (2014/15), International Fellows funding (2012/13), and Faculty/Student Collaboration funding (2012/13 and 2011/12). Her success in acquiring institutional funding provides a good foundation for Dr. XXXXX to pursue external funding in future research projects. Dr. XXXXX’s passion for her research area, level of productivity, and record of scholarly accomplishments suggests a positive trajectory for future research, and continued progression at UW-Green Bay.

**Service**

Dr. XXXXX has a solid record of service with significant involvement on university committees and in the Green Bay and Eau Claire communities. Her committee involvements have especially contributed to inclusivity initiatives and opportunities, and support of international education. Her community service has ranged from involvement with a community program supporting newly immigrated Hmong students, to serving on a state conference planning committee focused on topics of race, culture, sovereignty, and education. Her service also includes serving as a reviewer for several academic journals. I applaud Dr. XXXXX for her integration of service with other areas of her teaching and research.

Dr. XXXXX has met criteria for promotion and tenure. I enthusiastically recommend her promotion to the rank of Associate Professor with tenure. She has demonstrated that she is a valuable member of the Education Department and university community, and has a solid record of teaching, scholarship, and service. She has a high level of potential for continued and sustained excellence in teaching, scholarship, and service.

ec: Secretary of the Faculty and Staff