**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:** Teaching Professor Promotion Recommendation for XXXXX

Based on my review of ASSISTANT/ASSOCIATE Teaching Professor INSERT NAME OF INDIVIDUAL HERE materials and the recommendations of the PERSONNEL COUNCIL and NAME OF UNIT Executive Committee, I recommend that Dr. NAME OF INDIVIDUAL receive/be denied promotion to the rank of ASSOCIATE/FULL TEACHING PROFESSOR.

THE FOLLOWING IS A NARRATIVE FROM A PREVIOUSLY PROMOTED INDIVIDUAL FOR THE SAKE OF EXAMPLE (**NOTE**: THIS EXAMPLE IS FROM A TENURE TRACK INDIVIDUAL).

**Teaching**

Dr. XXXXX has taught courses in the XXX department in the areas of… 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, 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 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. 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). 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… I applaud Dr. XXXXX for her integration of service with other areas of her teaching and research.

Dr. XXXXX has met/not met criteria for promotion. I recommend/cannot recommend his/her promotion to the rank of Associate/Full Teaching Professor. He/She has demonstrated that he/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