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/Associate Teaching Professor Name

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

Dr. NAME1 moved to promote Dr. CANDIDATE to the rank of Associate/Full Teaching Professor and Dr. NAME2 seconded the motion. The Personnel Council’s review of his/her/their promotion 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 … Furthermore, Dr. XXX has an impressive record in mentoring and training students… Dr. XXX “shines” as a mentor, providing effective and extensive individualized instruction opportunities for students. Dr. XXX’s range and effectiveness as a teacher …

Scholarship:

Dr. XXX has published several publications and has… 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 has filled a void in the Unit. Dr. XXX’s record in scholarship is …

Service:

Dr. XXX has a variety of commitments at all levels of service: departmental, institutional and community. She has demonstrated considerable leadership including chairing… 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 …

To summarize, Dr. XXX has an X record in teaching, scholarship and service suitable / unsuitable for promotion. The Council voted to …