Template for Unit Administrator’s Report

Unit or College Logo

Date: DATE

To: NAME, Dean

From: Unit Administrator NAME, TITLE

Re: Unit Administrator’s Report for Dr. NAME

I have reviewed the faculty, staff and student feedback, the complete dossier including external review letters, and the unit promotion and tenure committee report for Dr. NAME. I recommend that Dr. Z be promoted to Associate Professor and receive tenure in the Department of A.

**Teaching & Advising: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of teaching and/or advising*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Scholarship & Creative Activity: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of research/scholarship*
* *Include external review findings, keeping reviewer information anonymous*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Outreach & Extension: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of outreach and/or extension*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Service & Leadership: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of service and/or leadership*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Unit Level Voting Summary:**

|  |  |
| --- | --- |
| Votes for Promotion | |
| Faculty votes supporting Promotion: | Faculty votes against Promotion: |
| Committee votes supporting Promotion: | Committee votes against Promotion: |

|  |  |
| --- | --- |
| Votes for Tenure | |
| Faculty votes supporting Tenure: | Faculty votes against Tenure: |
| Committee votes supporting Tenure: | Committee votes against Tenure: |

# **Final Recommendation**

# **(examples of possible final recommendation paragraphs)**

# **Positive Review Example:**

The UNIT NAME recognizes Dr. NAME as a tremendously valued colleague. Her courses excite and challenge students at all levels, she is emerging as a leading scholar in her field, and she contributes to our academic community with many forms of service. As her department chair, I enthusiastically support Professor NAME’s candidacy for tenure and promotion. She is an outstanding colleague in every way.

**Mixed Review Example:**

While the majority of the department promotion and tenure committee voted unanimously for Dr. Z’s promotion and tenure, the faculty vote showed less support for both promotion and tenure. Two of the four external review letters expressed concern about the number and quality of publications that Dr. NAME published and felt that she was not ready for promotion and tenure at this time. I have carefully considered all the external reviewer letters as well as the findings of the faculty and the committee. While I understand the criticism of her publication record, I believe Dr. Z’s publications meet the minimum requirement of the department. Feedback from this process will be valuable to her as she continues to pursue her career at the University of Idaho. I recommend that Dr. Z be promoted and tenured.

**Negative Review Example:**

The faculty in the UNIT NAME and the Unit Promotion & Tenure Committee unanimously determined that Dr. NAME’s performance does not meet the criteria for promotion or tenure, especially in the areas of teaching and scholarship. I concur with their recommendation and do not recommend promoting Dr. NAME or awarding tenure.