SAMPLE RTP LETTER OF RECOMMENDATION
DIVISION OF STUDENT AFFAIRS

February XX, 2018

(Title) (first name) (last name)
(department)
San Diego State University

Dear (Title) (last name):

After reviewing your materials submitted for performance review, I recommend [recommendation here, using following language:]

<table>
<thead>
<tr>
<th>Positive recommendation</th>
<th>Negative recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd year</td>
<td>Recommend reappointment to a 3rd probationary year effective academic year 2018-2019.</td>
</tr>
<tr>
<td>2nd year SSPRs Requesting Promotion and Tenure</td>
<td>Recommend promotion to SSPAR II or III with tenure effective academic year 2018-2019.</td>
</tr>
<tr>
<td>6th year</td>
<td>Recommend promotion to SSPAR II or III with tenure effective academic year 2018-2019.</td>
</tr>
<tr>
<td>SSPAR Seeking Tenure</td>
<td>Recommend the awarding of tenure effective academic year 2018-2019.</td>
</tr>
<tr>
<td>SSPAR Seeking Tenure and Promotion</td>
<td>Recommend promotion to SSPAR II or III with tenure effective academic year 2018-2019.</td>
</tr>
<tr>
<td>SSPAR Seeking Promotion</td>
<td>Recommend promotion to SSPAR II or III effective academic year 2018-2019.</td>
</tr>
</tbody>
</table>
[CONTENT: Discuss the candidate's strengths and weaknesses in counseling effectiveness, professional growth, and service. Carefully choose wording to indicate improvements needed without using words such as “in two years” or “by next fall.”]

You have the right to submit a response or rebuttal statement in writing to this letter of recommendation. If you choose to submit a written response, it must be submitted by February XX, 2018.²

Sincerely,

[Name]
[Title]

CC Fields:
- Copy previous or parallel levels of review. Division Peer Review Committee should copy the director
- Copy Bill Eadie, Interim Associate Vice President for Faculty Advancement
- Copy the Student Affairs RTP Representative

¹ Letters must be dated no later than deadlines indicated on timeline and match date of signature on PDS Cover Sheet. Director’s letter can be dated same day as the peer review committee letter, but not earlier.
² To calculate the due date, use 10 calendar days from the date of the letter, which should also be the same day the candidate receives the letter of recommendation. If the 10th day falls on a Saturday, Sunday, or holiday when campus is officially closed, use the next working day. Do not count the date of the letter as one of the 10 days. If a holiday or campus closure falls within the 10 day period, it is still counted.
³ Not Recommended: “I/We regret to inform you that I/we cannot recommend ___________ (e.g., promotion to the rank of professor) at this time.”
⁴ No Recommendation: “The committee was not able to reach a recommendation decision for your ___________ (e.g., promotion to the rank of professor).