INSTRUCTIONS FOR COMPLETING
RTP LETTER OF RECOMMENDATION

Refer to the RTP sample letter for the following:

a. All levels of review must follow the Performance Review Timeline posted on Faculty Advancement’ web site. Any modification of the timeline must be approved by the AVP for Faculty Advancement. Letters must be dated no later than dates indicated on the timeline, but they can be dated earlier than due dates. Letters should be completed following the order in the timeline: department peer review, department chair/director, college committee, dean, and University Panel. Department level: department chair/director’s letter can be dated the same day as the peer review committee, but not earlier. College level: dean’s letter can be dated the same day as the college committee, but not earlier.

b. Address letter to the candidate (not the next level of review) so that the candidate receives notice of the recommendation directly. Do not copy subsequent levels of review. Since they are at the same level, department committees shall copy department chairs/directors on their letters and college committees shall copy deans on their letters to ensure they are provided with all letters of recommendation.

c. The letter must make reference to the candidate's request for consideration and the exact recommendation being made by the reviewing body. Reappointment recommendations must state reappointment to the appropriate year (third, fourth, fifth, sixth). Promotion recommendations should indicate promotion to the specific rank (Associate Professor or Professor). If a terminal year is recommended, express that clearly. Letters should not contain words that reference the committee’s vote (e.g. unanimous, split, etc.). Discuss the candidate’s strengths and weaknesses (if any) in the three areas of review: teaching effectiveness, professional growth, and service. For professional growth, the department committee or department chair/director must comment on the standing of the journals within the discipline in which the candidate has published. These comments provide a context for evaluation by reviewers at the college and university level who may not be familiar with the publication outlets and professional organizations within a discipline. Probationary candidates have up to six (6) years to achieve tenure, but can be terminated in any year. Carefully choose wording to indicate improvements needed without using words such as “in two year” or “by next fall.”

d. Include the response/rebuttal date. The candidate must be allowed ten (10) days to submit a response/rebuttal statement. (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 and/or it is placed in their campus mail box. If the 10th day falls on a Saturday, Sunday, or holiday when campus is officially closed, use the next working day.) Instruct the candidate to complete and include a rebuttal/response form with their letter. The Response/Rebuttal Instructions can be found on Faculty Advancement’ web site and include information on the number of copies to submit and to whom they are to be submitted. If the candidate has not copied the department chair (on the response/rebuttal to the department committee) or the dean (on the response/rebuttal to the college committee) the chair of the committee, the administrative coordinator, or College RTP representative should provide copies to them.

e. There must be a signature representing the reviewing body making the recommendation.

f. Only the previous levels of review should be copied on letters. Subsequent levels of review should not be included as copy notations on letters. Place a copy of the letter in the PDS behind the front cover sheet in reverse chronological order (most recent on top). Subsequent levels of review will read the letter of recommendations as the PDS goes forward.

g. Joanna Brooks, Associate Vice President for Faculty Advancement, must be copied on all letters. (Note: Do not include A PAF 5-day filing date notice.)

h. Copy the College RTP representative in your dean’s office on all letters. This will ensure that the performance reviews are completed on time and that letters have been formatted accurately.

Office of Faculty Advancement - Revised 01/2016
October 23, 2015

Professor (first name) (last name)
(department/school) b
(college)

Dear Professor (last name):

After reviewing your materials submitted for tenure and promotion to Associate Professor . . . I am pleased to recommend that you be reappointed with tenure and promoted to the rank of Associate Professor effective at the beginning of the 2016-2017 academic year. . . .

c

The body of the letter should discuss the candidate's teaching effectiveness, professional growth, and service. The department should include acceptance rates of journals, etc. if the department committee did not include in their letter.

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 delivered to the department office by November 2, 2015. Please include a response/rebuttal form with your letter. Refer to the response/rebuttal instructions for the appropriate number of copies required and to whom the copies should be submitted. d

Sincerely,

(name of department chair/Director), Chair/Director e
(department/school)

c: (first name, last name), Chair, Peer Review Committee f
Joanna Brooks, Associate Vice President for Faculty Advancement g
(first name, last name), College RTP Representative h