**DIVISION OF STUDENT AFFAIRS**

**SAMPLE RTP LETTER OF RECOMMENDATION**

[DATE]**1**

[Mr. / Ms.] [FIRST NAME] [LAST NAME]

University Library

San Diego State University

Dear [Mr. / Ms.] [LAST NAME]:

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

|  |  |  |
| --- | --- | --- |
|  | **Favorable Recommendation** | **Unfavorable Recommendation** |
| **3rd year** | Recommend reappointment to a successor 3-year probationary contract effective [DATE]\*. | Recommend terminal year effective [DATE]\*. (e.g. September 1, 20XX) |
| **6th year** | Recommend promotion to SSPAR II or III with tenure effective [DATE]\*. | Recommend terminal year effective [DATE]\*. (e.g. September 1, 20XX) |
| **SSPAR Seeking Tenure** | Recommend the awarding of tenure effective [DATE]\*. | Not Recommended**3** |
| **SSPAR Seeking Tenure and Promotion** | Recommend promotion to SSPAR II or III with tenure effective [DATE]\*. | Not Recommended**3** |
| **SSPAR Seeking Promotion** | Recommend promotion to SSPAR II or III effective [DATE]\*. | Not Recommended**3** |

\*Consult RTP Representative for exact date.

*[CONTENT: Discuss the candidate's strengths and weaknesses in counseling effectiveness and achievement, professional growth, and service. Carefully choose wording to indicate improvements needed without using words such as “in two years” or “by next fall.”]*

In accordance with the University Policy File, you are hereby notified that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was given access to your evaluation materials to assist me during the performance review process.

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 [DATE].**2**

Sincerely,

[Add Signature of Reviewer]

[Name]

[Title]

**OR**

Sincerely,

[Add Signature of Committee Chair]

[Peer Review Committee]

[Name, Chair] [Name] [Name]

[Name] [Name] [Name]

[Name] [Name] [Name]

cc:

* Copy previous or parallel levels of review. Peer review committee should copy director
* Copy Associate Vice President for Faculty Advancement and Student Success
* Copy the College RTP Representative

**1**Letters must be dated no later than deadline indicated on timeline. 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 SSPAR III) at this time.”