**Career Faculty Research Promotion Report Template and Guidance**

*The department or unit head report should include an explanation of the merits of the promotion case and a recommendation on the case.*

*The department head should objectively and honestly discuss the strengths and weaknesses of the candidate. The review should include analysis, not advocacy.*

# *\*Use your departmental letterhead*

# To: <DEAN>

# From: <UNIT/DEPARTMENT HEAD NAME, UNIT NAME>

# Re: Department Head’s Report for <CANDIDATE’S NAME>, Career Research Promotion

## **Assess Candidate’s Research and Scholarship (if applicable)**

## **Assess Candidate’s Teaching (if applicable)**

## **Assess Candidate’s Service (if applicable)**

## **Assess Candidate’s Contributions to DEI (if applicable)**

## **Other Comments**

## **Conclusion and Recommendation**

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Department Head Signature Date