**Unit/Department Head Career Research Faculty Promotion Review Report OVPRI Version**

This report should consist of two parts: 1) the department or unit-level promotion committee report and recommendation and a voting summary (administrative summary), and 2) the department head’s independent recommendation. The department or unit head report should include an explanation of the merits of the promotion case and a recommendation on the case.

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# *\*Use your departmental letterhead*

# To: <DEAN or Vice President>

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

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

**Administrative Summary**

* A brief explanation of the unit’s review process and any special considerations involved with the review.
* Clarification of any special conditions of the appointment or special duties and obligations for which the candidate’s performance is to be evaluated.
* The committee report and recommendation.
* An explanation of who in the unit was eligible to vote on the candidate
* A summary of any formal faculty discussion preceding the official vote
* An explanation for any abstentions, recusals, and for the absence of votes from any faculty. Explain reasons why some faculty may not have participated in the review and voting process (e.g. spouse, sabbatical leave, etc.). Explain any unusual features of the departmental vote.

# Department Head’s Independent Evaluation and Recommendation

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

## Assess Candidate’s Research and Scholarship

## Assess Candidate’s Teaching (if applicable)

The head’s letter should address each of the four teaching competencies – professional, inclusive, engaged and research-informed – if the committee report does not do so. The head may provide additional commentary, as well as any department-level context of the instructor’s teaching performance. The evidence used for this evaluation must include at least one recent peer review of teaching and Student Experience Survey data. Evidence in this section may also be based on other materials provided by the candidate in their statement or teaching portfolio, such as syllabi, lists of dissertation and thesis advising, independent study supervision, Instructor Self Reflection reports, training undertaken, new course preparation list, curricular planning activities, and so on.

## Assess Candidate’s Service (if applicable)

**Assess Candidate’s Professional Development Activity (if applicable)**

## Assess Candidate’s Contributions to DEI

Faculty are free to determine how they engage in diversity, equity, and inclusion via their teaching, research, and service (as applicable). Your assessment of DEI engagement may be incorporated into the above categories instead.

## Other Comments

## Conclusion and Recommendation

Provide an overall conclusion of whether the faculty member meets expectations, exceeds expectations, or does not meet expectations.

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Unit/Department Head Signature Date

If required by unit policy:

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Candidate Signature Date