**Unit/Department Head Career Instructional Promotion Report**

**Guidelines and Template**

*This report should be no longer than three legible pages and less than 900 words and 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.*

# ***\*Use your departmental letterhead***

# To: Dean

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

# Re: Department Head’s Report for <CANDIDATE’S NAME>, Career Instructional 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 and/or Creative and Artistic Achievement

## Assess Candidate’s Teaching

*The heads letter should address each of the tenants of teaching quality – professional, inclusive, engaged and research-informed – in a separate paragraph with a concluding sentence for each indicating whether the candidate has met, exceeding or not meet the units expectations. The evidence used for this evaluation must include peer review of teaching, student comments from the old Course Evaluations or Student Experience Surveys and Instructor Reflections or other materials provided by the candidate in their statement or teaching portfolio.*

## Assess Candidate’s Service (if applicable)

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

## Other Comments

## Conclusion and recommendation

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Unit/Department Head Signature Date