***EXAMPLE DEPARTMENT P&T COMMITTEE REPORT (revised 2/5/2025)***

**[Additional guidance and examples can be found in the P&T guidelines for each section of the report]**

*[Date]*

**MEMORANDUM**

**TO:** [Department Head Name]

Head, Department [Name]

**FROM:** Promotion and Tenure Committee

**SUBJECT:** Recommendation for *[Faculty Member’s Name]* Promotion from [*Current title*] in *[Department/Unit Name]* to [*Proposed title*]

### Introduction to the Case

[**The following paragraph should be edited to align with the faculty member’s academic/work history.]**

*[Faculty Member’s Name]* received a *[Degree Name]* from *[University Name]* in *[Year]*. Subsequently, *[Name]* was a postdoctoral scholar at *[University Name]* in the *[Department Name]*. *[Faculty Member’s Name]* joined the Department of [*Department Name*] as [*rank and title at hire*] in *[year]*. [Name] was hired based on [*state major area(s) of experience or expected contribution; for APT faculty members give areas of expected contribution*].

[**The areas of evaluation below should be edited to align with faculty member’s areas of contribution. Headings should be included for areas of substantial contribution. For T/TT faculty, this includes research/scholarship/creative activities, teaching, and service. For APT faculty, this includes one or two areas of expected substantial contribution**.]

### Research/Scholarship/Creative Activities

**[The following is a description of what to include and should be edited.]**

-Include an assessment of the candidate’s excellence in scholarship, including demonstrated independence in scholarship, meaningful and nationally recognized impact in their field, and recognition as leaders in their field on a strong and sustained trajectory to attain national leadership status. For APT faculty, the expectations should be consistent with their appointment and the weight of scholarship in their appointment.

-Place the impact of the candidate’s work in the context of the discipline and departmental mission, goals, expectations, and criteria.

-Include a review of selected publications/work and their impact, quality, and innovation

-Include recognition of and evaluation of interdisciplinary and collaborative work in the context of that work and the discipline

-Place quantitative information related to impact within the context of the discipline and/or department

-Address comments and evaluations from the external reviewers regarding scholarship

### The committee evaluated that [Faculty Member’s Name] has [not met, met, exceeded] standards for promotion in research/scholarship/creative activities.

### Teaching

**[The following is a description of what to include and should be edited.]**

-Include scope and impact of classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of instructional materials; supervision of graduate and undergraduate students and post-docs; instruction in clinical settings; contributions to student success and related initiatives.

-Place the impact of teaching contributions in the context of the department mission, goals, expectations, and criteria

-Include an evaluation of course materials as evidence of the scope, rigor, and quality of course offerings

-Include an evaluation of other evidence of the impact of teaching, including awards or recognitions, participation in honors programs, curriculum development, student supervision, implementation of high impact learning activities, or student success indicators.

**[The below table needs to be provided in the department committee report.]**

-An analysis of the student evaluations in the table below. **Departments must provide this data** **for any faculty member who teaches as part of their role.**

-Table below can be modified to include the questions determined by the unit and/or different evaluation systems as needed.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Semester | Course Number | Course Section | Credit | Course Title | Enrollment | Candidate Rating Question 1 | Appropriate Average Question 1 | Candidate Rating Question 2 | Appropriate Average Question 2 |
|  |  |  |  |  |  |  |  |  |  |  |

**Note:** [include information about the appropriate average chosen for comparison]

The committee evaluated that *[Faculty Member’s Name]* has [*not met, met, exceeded*] standards for promotion in teaching.

### Service

**[The following is a description of what to include and should be edited.]**

-Include an assessment of the service and leadership impact of the candidate, to their discipline, the institution, students, colleagues, the department, and the college/school.

-Place the impact of service activities within the context of the discipline and/or the department mission, goals, expectations, and criteria.

-Include an evaluation of the evidence of the quality and impact of service activities.

### The committee evaluated that [Faculty Member’s Name] has [not met, met, exceeded] standards for promotion in service.

### Other (optional)

**[The following is a description of what to include and should be edited.]**

-This section of the report can be added to capture any substantive activities that do not fit into the other above sections, such as patient care, extension, outreach, administration, etc.

-Information about expectations and evaluation of these activities may be found in unit guidelines.

***Summary of Discussion***

**[The following is a description of what to include and should be edited.]**

In *[month/year]*, the *[Department Name]* Promotion and Tenure Committee accessed dossiers uploaded in *Interfolio*. Members of the committee were granted access to the dossiers. The committee met on *[Date]* to discuss and vote on the cases.

-Include an overall assessment of the contributions and impact of the work of the candidate in all areas of responsibility.

-Must address any negative comments from external reviewers.

-Include the essence of any evaluative concerns and support regarding the candidate’s case (e.g., “the majority thought the quantity of publications was excellent, but questioned the quality.”; “the majority evaluated the impact as above average in the discipline, but a minority expressed concern that the amount of funding was lower than peers”)

-Other areas of contribution can also be noted here, if beyond assigned areas of responsibility.

-The memo is also to include reason for any voting member absence or recusal *(e.g., John Smith was absent due to illness, Jane Doe was absent as she is out on FDL).*

-Report votes from the committee using the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Absent | Recused | Total |
| Votes |  |  |  |  |  |

The opinions and conclusions stated in this report regarding the candidate accurately reflect the views of the P&T committee.

[Include a table that lists the committee members, their titles and has a place for signatures *(see below example)*. This table should also include if a person was recused or absent. Signatures by voting members indicates agreement that they have reviewed the contents of the report and that the document reflects the discussion and voting outcome]

|  |  |  |
| --- | --- | --- |
| **Committee Member Name** | **Title** | **Signature** |
| John Smith | Professor | A black and white image of a snake  Description automatically generated |
| Bob Thomas | Professor | A black line drawn on a white background  Description automatically generated |
| Jane Young | Distinguished Professor | Recused |
| Mike Downs | Professor | Absent |