

GUIDELINES FOR CHAIR'S LETTER

The Chair's letter should be no more than four pages, single-spaced.

The chair's letter should be written after the review and secret ballot at the department level, but before being sent to the next level.

This letter is to provide an explanation of the quality of the candidate's work in all areas, describe the quality of the journals or other venues in which the candidate has published, assess the creative works and provide insight into the nomination for the benefit of the committees that will be reviewing the packet.

The chair should address the strengths and weaknesses of a candidate's case, as appropriate.

Since many reviewers of the promotion/tenure materials within the university may not be experts in the nominee's field, information should be given regarding the review process for publications, the significance of any awards, the quality of the candidate's service contribution, and any other clarifications which will assist the reviewers in evaluating the materials, including an explanation of how a senior author is determined.

The chair's letter should explain any significant change in assignment over the course of employment.

The letter should explain the role of graduate assistants, post-docs, residents, fellows and/or interns in publication(s), and in research.

The Chair's letter should list department voting results.

The Chair's letter should explain department votes in which more than one-fifth of the votes are recorded as negative, abstaining, or absent.

The letter should describe the process of departmental review and selection of outside evaluators. Any actual or perceived conflicts of interest should be addressed.

If the candidate lists software, videos, CD ROM's, etc., the chair should include an evaluation of the product and note the candidate's contribution to the development and the product's contribution to the field. Solicited letters of evaluation may also be used to obtain peer review of such products.

When the chair addresses the candidate's accomplishment in the instructional area, s/he should also include information on the quality of advising, including dissertation advising.