Form P11

FORM LETTER TRANSMITTING THE PROMOTION COMMITTEE REPORT

AND THE PEER PROMOTION RESULTS TO THE PROMOTION CANDIDATE 2023

*(Type on departmental/unit letterhead)*

[Date]

[Faculty Member]

[Campus Address]

Dear [Faculty Member]:

Enclosed is a copy of the report prepared on your promotion dossier by the department/school committee. This report was compiled on the basis of all of the information contained in your dossier, and a copy of this report has been included in your promotion dossier. Also, enclosed is a copy of the summary and compilation of the meeting of your peers where the promotion recommendation was taken.

Your promotion department/school peers have recommended and the tabulation of the recommendation is as follows:

|  |  |  |
| --- | --- | --- |
| Recommend promotion | Not recommend promotion | No recommendation |
|  |  |  |

Results of Peer Evaluation by Area of Emphasis:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Outstanding | High | Good | Acceptable | Unacceptable |
| Teaching |  |  |  |  |  |
| Advisement |  |  |  |  |  |
| Research/ Scholarship/ Creative Activity |  |  |  |  |  |
| Service/ Outreach |  |  |  |  |  |

Sincerely,

Promotion Committee Chairperson

Enclosure

Received by hand this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: This letter will be prepared in duplicate, both copies dated and signed by the faculty member in the spaces provided above. One copy becomes the property of the faculty member; the other copy is retained by the department/unit.*