[Date]

**To:** [First Name] [Last Name]

Title

**From:** [First Name] [Last Name]

Title

**Subject:** [Faculty member’s name] Application for Promotion from [current rank] to [proposed rank] in the [Department Name]

The [insert committee name Tenure and Promotion Committee] has reviewed the performance of [Faculty member’s name] from [beginning year to ending year] at Prairie View A&M University (PVAMU) in the [Department Name] for consideration for [select one: tenure and promotion or promotion] to the rank of [proposed rank]. The Committee [unanimously, had a split vote of # to #, or do not] recommend [tenure and promotion or promotion] to the rank of [proposed rank] in the [Department Name].

## Action Recommended: to [select one Promote/Not to Promote] to [tenured Rank in question]

## Committee Vote Record:

Committee members in favor of promotion: **#**

Committee members against promotion: **#**

## Committee General Observations:

[Elaborate on faculty member’s background and training, and current major roles in the department.]

[Include this sentence] This recommendation reflects [Faculty member’s name] performance in the areas of teaching research and service.

1. **Summary Statement of Justification for** [Faculty member’s name] **on:**

# Teaching: Rating of contribution to teaching [select rating: Outstanding/Excellent/Good/Fair/Unacceptable

# as per the [2007 COE T&P Manual](http://www.pvamu.edu/engineering/wp-content/uploads/sites/30/Tenure-and-Promotion-Manual-revision-2011.pdf)]

# [Elaborate on faculty member’s teaching. Identify the information used to make an evaluative judgement about the faculty member’s performance and use that information to make a conclusion, i.e., undergraduate and graduate courses taught, course syllabi for each course, student evaluations and teaching ratings, annual faculty performance evaluations, and/or faculty observations. Provide a balanced review of the faculty member’s performance identifying both strengths and areas in need of improvement, as appropriate.]

# [Specify if the syllabi have appropriate expectations for student performance (well developed and appropriately organized), undergraduate student evaluations and ratings indicate that the overall teaching is slightly above or below average, graduate student evaluations and ratings indicate that the overall teaching is slightly above or below average in smaller or large sections, report on student comments, concerns, observations of the faculty’s teaching based on student evaluations, faculty should demonstrate effectiveness with undergraduate and graduate students - use data from the student evaluations to determine if faculty communicated effectively, if students had difficulty grasping the material, etc.]

# Research: Rating of contribution to research [select rating: Outstanding/Excellent/Good/Fair/Unacceptable per the [2007 COE T&P Manual](http://www.pvamu.edu/engineering/wp-content/uploads/sites/30/Tenure-and-Promotion-Manual-revision-2011.pdf)].

# [Elaborate on faculty member’s evidence of independent scholarly output and contributions to the field in an identifiable area of expertise. Identify the faculty member’s area of expertise. The scholarly output is measured in the number of refereed journal articles and ability to obtain research funding. List journal publications since previous appointment at PVAMU using bullets. Discuss other scholarly work for example service on boards, newsletters, conference proceedings, etc.]

# [List refereed journal articles as first author]

# [List refereed journal articles as second author]

# List publications with students]

# [Optional - List newsletters or conference proceedings, etc.]

# Summarize research publications: [Faculty member’s name] research included number of refereed journal articles as the first author, number of publications as the second author, number of publications with students, number of newsletters, number of conference proceedings, etc. Indicate the quality of the journals.

# [Elaborate on the faculty member’s ability to obtain external funding for support of their research agenda (faculty member’s identified area of expertise), since previous appointment at PVAMU. Identify the number of funded projects. Comment on whether the goals and objectives of the funded projects were completed successfully.

# [Specify if the faculty member’s research contributions are independent or largely a part of a team (middle author or roles on grants other than PI). Comment on the faculty member’s defined portion of work on referred articles and grants if they are a part of a team.]

# Service: Rating of contribution to service [select rating: Outstanding/Excellent/Good/Fair/Unacceptable per the [2007 COE T&P Manual](http://www.pvamu.edu/engineering/wp-content/uploads/sites/30/Tenure-and-Promotion-Manual-revision-2011.pdf)]

# [Elaborate on faculty member’s service activities]

# The portfolio shows that [Faculty member’s First Name Last Name] has served on the

# [list departmental committees]

# [List College Committee Appointments]

# [list service on College Committees]

# [List service on National Committees]

# [Elaborate on evidence of National recognition.]

# [Elaborate on any skills that the faculty member used to benefit the department, college, university, or field of discipline].

# [Elaborate on leadership roles at the local, regional, or international levels].

## Signatures of Committee Members:

The following members of the [insert committee name Tenure and Promotion Committee][unanimously or your comments] agree to the final recommendation to [**Promote/Not to Promote]** [Faculty member’s First Name Last Name] **to** [proposed rank] in the [Department Name]**.**

[Committee member name], [Title] ChairDate

[Committee member name], [Title]Date

[Committee member name], [Title]Date