Template for Dean’s Report

College Logo

Date: DATE

To: NAME, Provost

From: NAME, Dean

Re: Dean Report for Dr. NAME

I have reviewed the faculty, staff and student feedback, the complete dossier including external review letters, and the unit and college promotion and tenure committee reports for Dr. NAME. I recommend that Dr. Z be promoted to Associate Professor and receive tenure in the Department of A.

**Teaching & Advising: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of teaching and/or advising*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Scholarship & Creative Activity: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of research/scholarship*
* *Include external review findings, keeping reviewer information anonymous*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Outreach & Extension: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of outreach and/or extension*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Service & Leadership: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of service and/or leadership*
* *Provide an overall review*
* *Provide a clear conclusion/summary*

**Voting Summary:**

# *It is not necessary to redo the voting numbers at each stage but you can provide a narrative of how the votes went and a summary of the overall recommendations at the unit and college levels.*

# **Final Recommendation**

# **(examples of possible final recommendation paragraphs)**

# **Positive Review Example:**

The unit and college recognize Dr. NAME as a tremendously valued colleague. Her courses excite and challenge students at all levels, she is emerging as a leading scholar in her field, and she contributes to our academic community with many forms of service. I enthusiastically support Professor NAME’s candidacy for tenure and promotion. She is an outstanding colleague in every way and a value member of the college.

**Mixed Review Example:**

While the majority of the unit and college level votes were in favor of Dr. Z’s promotion and tenure, the unit committee had a split vote and several faculty at the unit level voted against promotion and tenure. Two of the four external review letters expressed concern about the number and quality of publications that Dr. Z’s published and felt that she was not ready for promotion and tenure at this time. I have carefully considered all the external reviewer letters as well as the findings of the faculty and the committee. While I understand the criticism of her publication record, I believe Dr. Z’s publications meet the minimum requirement of the department. Feedback from this process will be valuable to her as she continues to pursue her career at the University of Idaho. I recommend that Dr. Z be promoted and tenured.

**Negative Review Example:**

The faculty in the UNIT NAME, and both the Unit and College Promotion & Tenure Committees unanimously determined that Dr. NAME’s performance does not meet the criteria for promotion or tenure, especially in the areas of teaching and scholarship. I concur with their recommendation and do not recommend promoting Dr. NAME or awarding tenure.