Promotion Recommendation Letter Assessment

After review of the candidate's materials, this recommendation letter template should be completed only by **faculty senior in rank** in the candidate's school as noted in **E06.0 Policies on Faculty Rank and Promotion** (see **section D: 5a and b**). Please use this template to provide your evaluation and written recommendation to the promotion committee. Primary responsibility for the promotion review process rests with the college's Promotion Committee. The purpose of this Promotion Recommendation Letter Assessment is to provide eligible faculty in the candidate's school an opportunity to communicate relevant information and recommendation to the committee.

School:

_____

Name of Faculty Member

_____

Name and Title of Evaluator

Section I: Written Recommendation

Please provide a written recommendation to the College Promotion Committee. Your written recommendation should focus on an **objective assessment** of the candidate's service and teaching, and scholarship in cases of promotion from Associate to full Professor and as these areas relate to university and college criteria for promotion. Faculty recommendations are **confidential**. Per policy (https://www.rit.edu/policies/e060), they are accessible only to the promotion committee, the dean, and the provost. **NOTE:** If your written recommendation exceeds the space provided below, please provide it as a separate letter along with this form.

Section II: Evaluation

Evaluate the above-named tenure-track faculty member as either "meets" or "does not meet" each of the criteria listed.

Excellence in:	Meets Criteria	Does Not Meet Criteria	No Basis for Recommendation
Effective Classroom Teaching			
Scholarly or Creative Achievement *(if applicable)*			
Service Contributions to the Program, School, Institution and Profession			

Section III: Recommendation

Please select your overall recommendation for the above-named faculty member:

☐ Recommend for Promotion

☐ Do Not Recommend for Promotion

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Evaluator's Signature