[click for date picker]

[click to insert name]

Senior Associate Dean of Faculty

Emory College of Arts and Sciences

Dear Dean [name]:

Faculty members of the Department of [dept name] at the rank of teaching professor [*or professor of practice*], associate professor, and full professor met on [date of vote] to consider the promotion of Dr. [name] to the rank of teaching professor. [complete the paragraph with the names of faculty members present/not present at the meeting, who did/did not cast a vote, and the results of the vote].

Dr. [name] received her/his/their PhD in [field] from [name of institution] in [year]. [list any previous faculty appointments and/or relevant post-docs if applicable] She/he/they joined Emory as an assistant teaching professor in [year] and was promoted to associate teaching professor in [year].

[summary of candidate’s area(s) of scholarly work]

[description of candidate’s contribution(s) to the vision and/or strategic plan of the department and/or college and/or university]

[description of the external reviewers that indicates suitability for the candidate’s review (markers of stature, international spectrum, indications of interdisciplinarity, etc.) and summary of their recommendations]

**Scholarship**

[paragraph explaining how the department defines excellence in research]

[paragraph(s) describing candidate’s scholarship, professional development, and impact beyond Emory]

[paragraph(s) explicitly drawing from and directly quoting the external review letters]

[paragraph listing any concerns regarding the candidate’s progress/productivity raised by the external reviewers and/or departmental committee]

**Teaching**

[paragraph explaining how the department defines excellence in teaching]

[paragraphs addressing candidate’s teaching and development as a teacher; mentoring and advising activities; and other teaching-related activities beyond teaching evaluations and mentoring]

[paragraph summarizing the student letters of support with direct quotes as appropriate]

**Service**

[paragraph explaining how the department defines satisfactory service]

[paragraphs addressing candidate’s service record]

**Summary**

[paragraph providing an evaluative summary statement of candidate and final recommendation for/against promotion]

Sincerely,

[name(s) of signator(s)]