[click for date picker]

Barbara Krauthamer

Dean, Emory College of Arts and Sciences

Emory College of Arts and Sciences

Dear Dean Krauthamer:

The full professors of the Department of [dept name] met on [date of vote] to consider the promotion of Dr. [name], PhD to the rank of 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 all four votes (meets criteria in research, teaching, service, and recommendation to grant the promotion); please explain any discrepancies/absences].

Dr. [name] received his/her/their PhD in [field] from [name of institution] in [year] and completed a post-doctoral fellowship at [name of institution]. [list any prior faculty appointments if applicable]. She/he/they arrived at Emory as Assistant Professor of [discipline/title] [year] and was promoted to Associate Professor with tenure in [year].

[summary of candidate’s research area(s)]

[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 group of external reviewers (# of named chairs; # of chairs of department; institutional scope/eminence; international; etc.) and summary of their recommendations]

**Research**

[paragraph explaining how the department defines excellence in research and describing discipline-specific research standards/expectations within relevant field(s)]

[paragraph(s) describing candidate’s research and scholarly output – including a sentence or two that identifies the nature of the candidate's unique scholarly contribution and its significance within its field (or more broadly). Also include publishing record since tenure, H-index (if applicable), and funding history]

[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]

[paragraph providing a concluding evaluative summary statement for research section]

**Teaching**

[paragraph explaining how the department defines excellence in teaching]

[paragraphs addressing candidate’s teaching and her/his/their growth as a teacher; mentoring and advising activities; and other teaching-related activities beyond teaching evaluations and mentoring]

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

[paragraph providing a concluding evaluative summary statement for teaching section]

**Service**

[paragraph explaining how the department defines satisfactory service]

[paragraphs addressing candidate’s service record]

[paragraph providing a concluding evaluative summary statement for service section]

**Summary**

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

Sincerely,

[name(s) of signator(s)]