**APPENDIX J: SAMPLE LETTER OF RECOMMENDATION**



**To: [DEPARTMENT CHAIR]**

**From: Department Promotion and Tenure Review Committee**

**Date: XXXXXXXXX**

**Subject: Recommendation for [FACULTY MEMBER]**

The [XXXXXXXXX] Department Promotion and Tenure Review Committee met on [DATE] to review the portfolio of [FACULTY MEMBER]. It is the opinion of this committee that [FACULTY MEMBER] has shown sustained performance consistently exceeding expectations of her current rank in Teaching and Learning Activities, Professional Activities, and Service Activities; therefore, it is the recommendation of this committee that [FACULTY MEMBER] be awarded tenure and promoted to Assistant Professor.

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Professor [NAME], Committee Chair

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Professor [NAME]

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Professor [NAME]

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Associate Professor [NAME]

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Assistant Professor [NAME]