MUST BE on DEPARTMENT LETTERHEAD

To: Department Chair name

Chair, Department of <insert>

From: Chair of Committee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion and Tenure Committee Chair Signature of Dept P&T Chair (required)

Department of <insert>

Date: <insert>

**RE:** Promotion and of the Department of Medicine considered the following action for <insert name of candidate>: Consideration for the <promotion to x rank and/or award of tenure>

1. Below is a table listing the P&T committee members with rank and tenure status for the Department of <insert> along with a notation if a member was present and either eligible for the vote of not.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty Name** | **Rank** | **Tenure Status** | **Promotion** | **Tenure** | **Did not attend meeting.** If true, then “X”. |
| Present and Considered Action/Eligible to vote. If true, then “X”. | Attended Meeting but Not Eligible for vote1. If true, then “X” | Present and Considered Action/Eligible to vote. If true, then “X”. | Attended Meeting but Not Eligible for vote2. If true, then “X”. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1Rank of voting faculty is below that of the proposed rank of candidate.

2Vote was for tenure consideration and the voting faculty is nontenure or tenure-track.

1. Summary of the voting results related to promotion:

\_\_\_\_\_ Yes \_\_\_\_\_\_No \_\_\_\_\_Abstain/Undecided

\_\_\_\_\_\_ Recuse/Conflict of Interest \_\_\_\_\_\_\_\_\_Total Eligible Voting

For abstention, and recusal please identify faculty voting as such and provide short reason below (examples: for abstain could be undecided, for recuse could be current active practice partner or MPI on grant)

Summary of the voting results related to tenure:

\_\_\_\_\_ Yes \_\_\_\_\_\_No \_\_\_\_\_Abstain/Undecided

\_\_\_\_\_\_ Recuse/Conflict of Interest \_\_\_\_\_\_\_\_\_Total Eligible Voting

For abstention, and recusal please identify faculty voting as such and provide short reason below (examples: for abstain could be undecided, for recuse could be current active practice partner or MPI on grant)

1. <Insert the following required statements>: The Department Promotion and Tenure Committee Chair is a <voting member/did vote on this consideration>. All votes were cast anonymously. Further, all voting committee members were offered the opportunity to provide specific information on the candidate’s strength and weaknesses.
2. Comments/Narrative Supporting Promotion and/or Tenure Include:
3. Comments/Narrative Not Supporting Promotion and/or Tenure Include:
4. If this is EARLY promotion and/or EARLY tenure, then a short paragraph must be added to justify the early consideration. Specific details are needed. Essentially, why is this person considered a “rock star” when compared to others coming up.