

Addendum A
WSU SOM PROMOTION AND TENURE PROGRAM GUIDELINES

Critical Components of Chair's Supporting Letter

The Department Chair's letter in support of a candidate's promotion needs to articulate how the candidate's contributions relate to the missions of the department and School and the candidate's value to the department. A re-cap of the candidate's CV is not helpful – the reviewers will have the CV for that information. The chair's letter should provide additional information, not simply a narrative of the CV.

It is important to avoid trivial mistakes such as misspellings, incorrect dates, rank, incorrect gender of personal pronoun.

Suggested content:

Paragraph 1: Brief summary of academic and training history, years in rank, and requested rank for promotion (refer to factors)

Paragraph 2: Teaching assessment: Good/better/best teacher, carries heavy teaching load, superb evaluations, won teaching award, coordinates program, etc. Please be as detailed as possible.

Paragraph 3: Scholarship – summary and assessment of research, grants, publications, presentations, national/international reputation: Impact on the field; publications record compared to other faculty, etc., if applicable.

Paragraph 4: Service - Department, School, University, professional organizations, committee leadership positions, etc.; local, regional, national recognition; personal attributes such as collegiality, accepts assignments willingly, steps in during faculty absences, etc.

Paragraph 5: Comment on external letters, reputation of reviewers, address any negative or lukewarm comments

Paragraph 6: Closing paragraph with supporting comments from chair, reiterating requested rank of promotion and consistency with factors.

Revised: 9/14/15