

Guidelines for the Department Chair Letter for Promotion Candidates

The Faculty Handbook requires Department Chairs to submit the completed promotion portfolios and Department Chair Letters for each candidate from their department to the A&P Committee by the announced deadline. The faculty handbook does not provide specific instructions on the content of the Department Chair Letter. The guidelines provided in this document are suggestions by the A&P Committee as to the structure and content of these letters, and reflect feedback received from both participants in previous promotion and evaluation cycles and the Burrell College Faculty Council.

- According to the faculty handbook the Department Chair Letter of support and the candidate's portfolio is due by the deadline as set out in the promotion timeline.
- At a minimum, the Letter should provide a clear indication as to the chair's opinion or recommendation of the promotion of the candidate.
- The annual faculty evaluations are intentionally not part of the promotion portfolio. However, Department Chairs may use information from candidates' annual evaluations to support their recommendation, *e.g.*, in discussions of longitudinal development or particular milestones of achievement that would help put the chairs' recommendation in proper context.
- Service, mentoring and contributions to the institution as well as regional, national and international organizations may be used to support the chair's opinion and conclusion in the promotion of the candidate.