

**Tenure and Promotion Handbook**  
**Faculty Manual §4.VII.G:**  
***Associate Dean's Statement of Recommendation and Rationale***

*The completed dossier shall be forwarded to the appropriate associate dean(s) on or before December 1<sup>st</sup>. At the discretion of the Dean of the College, the deadline may be extended. The associate dean(s) shall prepare a statement of recommendation and rationale to accompany the dossier. The statement(s) must make a specific recommendation as to whether tenure and/or promotion should be granted, and support the recommendation with a rationale that explains the significance of the candidate's professional development, distinctive accomplishments and priorities for the future in relation to the needs and goals of the candidate's Faculty or Faculties. The rationale shall address the categories for faculty evaluation (Section 4.VI.B), but need not constitute an independent summary of the contents of the dossier. The associate dean(s) shall forward the completed dossier, together with his or her statement(s) of recommendation and rationale, to the Dean of the College. The statement(s) of the associate dean(s) shall be shared only with the Dean of the College, the members of the Tenure and Promotion Committee, the President, and Board of Regents.*

**1. Individuals who have access to this item:**

- The candidate's Associate Dean
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents

**2. Participants in preparing this item:**

- *Associate Dean* – reads contents of dossier and prepares written recommendation

**3. Guidelines and suggestions:**

- In cases of joint appointment, the Associate Deans should prepare separate statements, since the principal purpose of each statement is to explain the significance of the candidate's accomplishments in relation to the Associate Dean's Faculty.
- The distinctive contribution of the Associate Dean's recommendation is to indicate the significance of the candidate's qualifications and accomplishments for the Faculty of which the candidate is a member. The Associate Dean can evaluate the candidate's record in relation to the goals and needs of the Faculty, as well as the college as a whole.
- The recommendation should reference the "Standards for Faculty Evaluation" as provided in 4.VI.B of the Faculty Manual, but need not constitute an independent summary of the contents of the entire dossier.

- The recommendation should provide concrete examples and illustrations to support the evaluation, and include a variety of evidence from a broader, college-wide perspective.