

[Date]

Professor [First name] [Last name]

Department of [Department name]

St. Olaf College

Dear [First name]:

Professor [First name] [Last name] is being reviewed for tenure [and/or promotion to the rank of [title]] in academic year 20XX-XX. I am writing to request a statement of recommendation and rationale for [their] dossier. A statement is required from each tenured member of the department, except in cases of conflict of interest.

As indicated in the *Faculty Manual*, Section 4.VII.E.11, the confidential statement you prepare should make a specific recommendation as to whether [tenure and promotion][promotion] should be granted, and should provide a rationale in support of your recommendation. The rationale should address each of the categories for evaluating faculty work – contributions to student learning and development, contributions to scholarly and/or artistic work, and contributions of service and leadership – as described in the Standards for Faculty Evaluation in Section 4.VI of the *Faculty Manual.* Specific examples, and information based on first-hand knowledge, will be of greatest assistance to the reviewers of the dossier.

For your convenience, I have enclosed a copy of Professor [Last name]’s *curriculum vitae*. In addition, copies of the following to inform your statement will be compiled throughout the first half of the fall semester and made available on a Google Drive shared folder: (1) The department Statement on Significant Scholarly/Artistic Work. (2) the candidate’s curriculum vitae; (3) the candidate’s professional statement; (4) samples of the candidate’s scholarly or artistic work compiled by the candidate; (5) samples of [their] significant scholarly or artistic work; (6) a sample of Professor [Last name]’s instructional materials; (7) the individually-completed student/alumni reviews of teaching and quantitative summaries of those reviews. Before reviewing the student/alumni feedback, you should read the Institutional Effectiveness and Assessment guidance regarding [bias in student course evaluations](https://wp.stolaf.edu/iea/bias-in-course-evaluations/). A complete and current copy of the *Faculty Manual* criteria and procedures for tenure and promotion reviews is available on the Provost’s website [here](https://wp.stolaf.edu/doc/t-p/).

In order to meet college-wide deadlines for the completion of the dossier, I must receive your statement by November 15. Please provide a signed paper copy rather than an electronic copy. As a contribution to Professor [Last name]’s dossier, your statement is strictly confidential and will be read only by those who have access to the completed dossier; it should not be shared with the candidate. In the event that you are unable to write a statement because of a conflict of interest, please inform me of the nature of the conflict so that an explanatory statement can be entered into the dossier in lieu of your statement.

Thank you very much for your participation in this important process.

Sincerely,

[Name]

Chair, Department of [Department name]

*Enclosure: CV*