

# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Faculty Workshop  
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Facilitated by  
Kevin Riggs, Sue Ryan, and Ann Small

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# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Know and understand  
**the University standards**  
for tenure and promotion

<http://www.stetson.edu/administration/provost/policies-and-guidelines/tenure-and-promotion.php>

# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Know and understand  
**the disciplinary articulations**  
of scholarship / creative activities standards  
for tenure and promotion

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# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Describe and put into context your  
**professional relationship**  
to the candidate

# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Written evaluations should be  
**candid, thorough, and critical**  
assessments of the candidate's effectiveness  
in teaching/librarianship,  
scholarship/creative activities,  
and service/leadership

# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Make a clear  
**recommendation**  
to award or to deny tenure/promotion

# Writing Effective Evaluation Letters for Tenure & Promotion Candidates

Address the  
**standards and evidence presented**  
in the recommendation  
to award or to deny tenure/promotion

See

<http://www.stetson.edu/administration/provost/policies-and-guidelines/tenure-and-promotion.php>

**Stetson University Policy on Promotion and Tenure,  
Tenure/Promotion Rubrics, and Disciplinary Articulations of the Standards  
for Scholarship / Creative Activities**

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If a department colleague, put the **candidate's work in context for non-experts**

- Evaluate the quality of publication outlets
- Evaluate the quality of performances; creative activities; performance or exhibition venues
- Evaluate impact - how the candidate's work contributes to the discipline
- Evaluate the contribution of the candidate to co-authored works



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Address

**areas of concern**

raised by the candidate  
and/or by the evidence

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**Recommendation letters that will be shared with candidates:**

- Department Summary (written by Chair)
- College/School/Library Promotion & Tenure Committees
- Dean
- University Promotion & Tenure Committee