Expectations for

Department Chair Letters

The letter from the department chair accompanies the tenure-track faculty member’s portfolio and is an integral part of the tenure process. The Department Chair letter should provide administrators with departmental information that informs decisions related to contract renewal. On the semester rubric completed by portfolio reviewers there is a section for the reviewer to collect evidence from the department chair letter as follows:

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| Departmental Recommendation |
| Please review the department chair’s letter and answer the following questions: |
| Does the department chair support granting the faculty member contract renewal? | **☐ Yes** | **☐ No** | **☐ Not included** |
| Did the departmental vote support granting the faculty member contract renewal? | **☐ Yes** | **☐ No** | **☐ Not included** |
| According to the chair, has the faculty member adhered to the published departmental procedures? | **☐ Yes** | **☐ No** | **☐ Not included** |
| **If any of the above is not included in the department chair letter, please explain:**      |
| **Comments (include any additional issues or comments brought up by the department chair):** |

The Tenure Process Report will also include a review and evaluation of the quality of these letters.

The following elements are REQUIRED:

* result from the departmental vote
* the extent to which the faculty member met the departmental criteria as outlined in the published departmental criteria and procedures
* thorough justification for the department chair’s recommendation, whether similar or different than the result of the departmental vote

The following elements are HIGHLY RECOMMENDED for inclusion in the letter:

* specific examples of the faculty member’s teaching effectiveness in the classroom, including details from observations, pertinent student feedback, and any other appropriate data.
* evidence of growth and willingness to integrate feedback
* how current activities are likely to lead to meaningful contributions to the department, college or district in the future.
* an evaluation of the syllabus and explanation and assessment and explanation from the faculty member’s portfolio as viewed through your disciplinary lens.