

APPENDIX C

LETTER FORMAT FROM COMPONENT TO HSC APT REVIEW COMMITTEE

The letters should be formatted as follows and should contain the following appropriate paragraphs in no more than two pages.

1. In the first paragraph give the candidate's name and the proposed rank and/or tenure.
2. Describe the Department Chair letter and whether it was supportive. Give the Department Chair rating for research and/or education and/or professional service (remember the candidate is rated in only two of the three academic areas for candidates in the Tenure Track and one academic area for candidates in the Non-tenure Track) and institutional service. State whether the Department Chair believes the candidate meets regional or national/international recognition requirements.
3. Describe the Department APT Review Committee letter and whether it was supportive. Give the Department APT Review Committee rating for research and/or education and/or professional service (remember the candidate is rated in only two of the three academic areas for candidates in the Tenure Track and one academic area for candidates in the Non-tenure Track) and institutional service. State whether the committee believes the candidate meets regional or national/international recognition requirements.
4. State the number of external letters that were obtained and describe whether each letter was supportive or not
5. Be thorough when discussing the candidate's efforts in research if this is an academic area of the candidate.
6. Be thorough when discussing the candidate's efforts in education if this is an academic area of the candidate.
7. Be thorough when discussing the candidate's efforts in professional service if this is an academic area of the candidate.
8. Be thorough when discussing the candidate's efforts in institutional service.
9. Discuss whether the candidate has "Regional/National Reputation" for promotion to Associate Professor in the non-tenure track or an "Emerging National Recognition" for promotion to Associate Professor in the tenure track or has a "High Level of National/International Recognition" for promotion to Professor in either track.
10. Provide the Component APT Review Committee vote and recommendation.