

Mid-Tenure Recommendation Letter Assessment

After review of the candidate's materials, this recommendation letter template should be completed only by **tenured members** of the candidate's school. Please use this template to provide your evaluation and written recommendation to the Tenure and Promotion committee. Primary responsibility for the mid-tenure review process rests with the college's Tenure and Promotion Committee. The purpose of this Mid-Tenure Recommendation Letter Assessment is to provide eligible faculty in the candidate's school an opportunity to communicate relevant observations and assessments of the candidate to the committee so that the committee may provide their recommendations through their assessment letter.

School:

Name of Tenure-track Faculty Member

Name and Title of Evaluator

Section I: Written Recommendation

Please provide a written recommendation to the College Tenure and Promotion Committee. Your written recommendation should focus on an **objective assessment** of the candidate's performance and progress in scholarship, service, and teaching as they relate to university and college criteria for tenure. Faculty recommendations are **confidential** and are an important form of feedback in helping a candidate enhance their performance. Per policy (<https://www.rit.edu/policies/e050>), they are accessible to the tenure committee, the dean, and the provost, and at the conclusion of the review process, letters are available to the school director. A summary of feedback from the letters is provided to the candidate by the Mid-Tenure Committee. **NOTE:** If your written recommendation exceeds the space provided below, please provide it as a separate letter along with this form.

Section II: Evaluation

Evaluate the above-named tenure-track faculty member as “making acceptable progress”, “not making acceptable progress”, or “making acceptable progress with concerns” for each of the criteria listed.

Excellence in:	Making Acceptable Progress	Not Making Acceptable Progress	Making Acceptable Progress with Concerns
Effective Classroom Teaching			
Scholarly or Creative Achievement			
Service Contributions to the Program, School, Institution and Profession			

Evaluator's Signature