

Example Letter to District Directors:

_____ is submitting her portfolio for consideration for promotion to Associate Professor with Tenure at the Department's SRP Committee meeting in _____.

According to Section II. of the UWEX Guidelines for Nomination for Tenure...“to have full knowledge of the status of the faculty member before acting on a tenure application, the department needs to contact and involve the appropriate administrative unit. Therefore, the department chair must request a letter from the head of the administrative unit or district director for each department member who had indicated an intent to apply for tenure during the coming year. This letter should address stability of funding for the position, assessment of long-term organizational need and administrative assessment of the faculty member's performance based upon the annual performance review process.” Again, the emphasis should be placed on:

- Stability of funding
- Assessment of long-term need
- Assessment of the faculty member's performance

I would appreciate it if you could provide me this letter no later than _____ 2007.

Thank you for your attention to this request.

cc:

j:\uwx\dfd\promo assoc prof\08-09\example of request for ltr from district director.doc