TO: [Name of Dean], Dean, [Name of School]

FROM: [Name of Chair or Process Chair], Chair, Department of [Name]

RE: MPR Evaluation for [Name of Candidate]

DATE: [Date]

[In the first paragraph, summarize the review process in the department. Indicate the date of the meeting, the names of the participating faculty, the names and reasons given for other eligible faculty who did not participate, and summarize the final judgment of participating faculty about the case.]

[Indicate the period of review, mentioning if there were any tenure clock extensions or other reasons for a shorter or longer review period.]

*[Remove after reading: In what follows below, the dean is your audience. But since this evaluation will be the basis of your advisory letter to the candidate should they merit retention, draft the summary of strengths and weaknesses in such a way that they can be easily redirected toward the candidate.]*

Teaching

[Summarize the number of discrete courses developed during the period under review, and list them.]

[Indicate whether the evidence submitted attests to the superior quality required to meet tenure expectations at the conclusion of the probationary period. In no more than a few paragraphs/a page, discuss multiple measures of teaching effectiveness and specific evidence of quality: e.g., course and assignment design, student and peer evaluations, mentoring and advising, reflection and iterative growth, involvement in teaching service, scholarship or community. Attend to/incorporate prior FAR Evaluation Letter feedback.]

Scholarship or Creative Activity

[Indicate whether the evidence submitted attests to the superior quality required to meet tenure expectations at the conclusion of the probationary period.]

[In no more than a few paragraphs/a page, discuss the number, type and quality of publications or creative productions, as well as evidence of future trajectory, and assess against the department’s discipline-specific scholarship standards to support the assessment of the candidate’s performance and development, and the judgment about the likelihood of the candidate meeting tenure expectations by the time of the tenure petition. Attend to/incorporate prior FAR Evaluation Letter feedback.]

Service

[Indicate whether the evidence submitted attests to the amount, type and quality of citizenship expected of probationary faculty in your department to meet the standards for tenure by the time of the tenure petition. Offer evidence in support of that judgment. Attend to/incorporate prior FAR Evaluation Letter feedback.]

JFDL

[Indicate what you will advise the candidate to prioritize during their Junior Faculty Development Leave, in order to strengthen their case for tenure.]

Conclusion

[Summarize the judgment of the faculty about whether evidence in the record thus far supports a recommendation of retention or non-retention. Indicate the advice that will be given to the candidate in the advisory letter. Add any other notes that provide helpful context to the particular case.]

Cover Sheet

Department of [Name]

MPR Evaluation Letter

**Candidate Name**

Name, Rank Date

Name, Rank Date

Name, Rank Date

Name, Rank Date

Name, Rank Date

Name, Rank Date

Name, Rank Date

Name, Rank Date