

Attachment 3:

Sample – Memorandum from Committee to Candidate Template

This serves only as guidance; you may add or delete any text as appropriate:

Memorandum

To: Candidate
From: Committee
Date:
Re: Promotion from RANK to RANK

The casebook committee has carefully evaluated the research, teaching, and service presented in the submitted casebook, as well as from the external and internal letters received.

The committee's overall assessment of your research is that... Your publication record, citation numbers, and research funding show The committee members agree that your research record meets/exceeds/does not meet what is expected for promotion to the rank of _____.

Address any salient points related to research, service, etc...

Your casebook and the reference letters form the basis for the committee's evaluation of your contributions to teaching, research, and service. You may respond in writing to this memo to correct any misunderstandings or to add missing information should you desire. If you choose to do so, your response should be delivered to NAME/S by DATE.