

Sample Department Letters

Sample Effective Department Letter

With outstanding research and teaching, and very good service, we recommend a positive merit action for Professor Sample from Professor III to IV. Professor Sample's publication rate is considered excellent, with 4 sole-authored articles in the review period, and 3 multi-author works (25%-50% contribution, lead author on one). Two sole-authored articles are high impact based on a high number of citations as well as keynote presentations on the topic at national conferences. Professor Sample published in [name of subfield] journals as part of his public commitment to building this divers field's national profile. This work makes important arguments about [arguments briefly described here in a way that makes clear the significance of them to a non-specialist reader] that have been the subject of several panel discussions, showing their national impact. All of this work significantly advances the field's interpretation of apples, bananas, and carrots. Election as an officer in [a well-known national society organization] and a best conference paper nomination show his stature in the field. Multiple general interest publications and a symposium contribute to his status as a public intellectual.

Professor Sample's teaching is outstanding. He has effectively taught large and small classes, and taught an overload for two years. He revamped his large lectures to increase student engagement, and reflects on remaining shortcomings in his teaching statement. Overall, student comments praise his clarity, changes in response to their mid-term evaluations, and challenging yet supportive atmosphere. He has mentored four graduate students, including publishing with three of them, and all have gone on to postdocs or industry positions. Supervising multiple honors theses, UROP students, and summer program students, two of whom have won prizes for this work, shows an additional commitment to undergraduate mentoring.

Professor Sample has not done as much campus service as professional service, but most notably, he spearheaded a two-year-long cluster hire and by all accounts, was responsible for much of the design, outreach and ultimate success in making four hires. Professionally, he frequently reviews journal articles, and is one of five editorial board members on a major journal in the field which involves monthly editorial review and decision making. As an officer in the ABC Important Scholarly Organization he has spent many hours planning the annual international conference.

Finally, Professor Sample has engaged in several meaningful activities to support underrepresented students. His RTS describes efforts to provide classroom support for students, often from underperforming high schools, without adequate math backgrounds. He has gone to several public high schools to give talks that encourage women to major in STEM fields.

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Sample Effective Analysis of a No Change Recommendation

Professor Sample has struggled in the latest review period to redirect his research program since his funding for area Q has run out. He has published one letter to the editor and one review essay, but at his level of the professoriate, this is not a satisfactory record for a positive merit recommendation. With several near-funding-level scores on recent grants, we are hopeful that he will increase his lab group size and research productivity before the next review. Faculty nevertheless appreciate that Professor Sample continues to have a good professional stature with his work on two large editorial boards, several keynote presentations based on past research accomplishments, and regular review of conference abstracts and article manuscripts. He has effectively taught courses across the curriculum, with the most success in graduate classes, and has successfully added engagement opportunities to his large lecture classes. Student comments make particular note of his availability and willingness to help students succeed. He has done regular department service but has not led any committees or made notable contributions, nor has he undertaken much service outside of the department. He has contributed to several department-sponsored activities to promote underrepresented student interest in STEM, including giving a well-received talk at the department's summer program. Overall, if Professor Sample increases significantly his research output, continues his positive teaching trajectory, and engages in wider and more substantive service, we are confident that he will be in a position for a positive recommendation for his next review.

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