

Item Q: Letters from Chairs/Directors Referencing Joint Statement

See *Faculty Manual* §4.XI.4.(q).

1. Individuals who have access to this item:

- All members of each department, including the candidate
- All those granted access to the dossier:
 - The initiator
 - The Associate Dean
 - Members of the Tenure and Promotion Committee
 - The Dean of the College
 - The President

2. Participants in preparing this item, and role of each participant:

- *Individual department chairs/program directors* – Prepare independent letters.

3. Guidelines and suggestions:

- The content of Item P provides the framework for this item.
- The letter should address the unique aspects of the joint appointment, including changes in the nature of the appointment or expectations for the candidate since the time when the Joint Statement of Expectations for Teaching, Professional Activity, and Service was last revised.
- The letter should include a variety of evidence and provide concrete examples and illustrations to support the evaluation.

4. Additional resources:

5. Contact for questions or concerns:

- Assistant Provost (x3004)