

(Sample Progress Toward Promotion Letter – Effective Progress)

Date: March 20, 202X

To: Dr. Ima Good, Assistant Teaching Professor / Teaching Faculty I

From: Dr. Super Visor, Department Chair

Subject: Annual Review of Progress Towards Promotion

Dear Dr. Good,

The purpose of this letter is to provide you with written feedback on your progress towards promotion to the rank of Associate Teaching Professor / Teaching Faculty II. You have served at your current rank within our department since August 2023, bringing valuable prior experience from your previous role as a clinical/practice assistant professor at another institution.

Promotion decisions for specialized faculty take into account four core components: (1) your Assignment of Responsibility (AOR), (2) annual performance evaluations, (3) specific promotion criteria outlined in the department bylaws, and (4) sustained evidence of effectiveness over time. Below is my assessment of the progress you made over the past year.

Teaching

You continue to make adequate progress toward promotion in this category. To date, you have taught nine distinct courses, with only a few taught more than once. This represents an incredibly heavy load of new course preparations. I anticipate that your teaching assignments will stabilize moving forward now that our faculty staffing has normalized.

Your willingness to take over a course on very short notice to accommodate a sudden faculty departure, alongside your mentorship of new adjunct instructors, demonstrates that you are an incredibly valuable team player. While student evaluations reflected some predictable challenges in the course you assumed with little preparation, your overall student ratings are positive. More importantly, you have consistently demonstrated that you reflect deeply on student feedback and make meaningful adjustments. Your peer observation from a senior colleague

yielded highly positive reviews, and your participation in university teaching workshops underscores your authentic commitment to instructional excellence.

In your role as program coordinator, your advising of 29 specialist students, portfolio reviews, and development of student remediation plans are highly commendable. I am also deeply grateful for your temporary support in mentoring students in a sister program while they were short-staffed.

Research

Although your research AOR was 0% for the primary academic year (with a small summer allocation), you managed to publish two peer-reviewed book chapters and one peer-reviewed monograph. This brings your total to five publications over the last two years—an impressive output given your assigned effort.

Please ensure this research trajectory remains sustainable and does not compromise your primary obligations in teaching and program coordination. I highly encourage you to maintain the excellent synergy between your scholarship and teaching by continuing to co-author presentations and publications with your students, which serves as an excellent form of mentorship.

Service

You are making excellent progress in this category. Over the past year, you maintained a highly impactful load of service across all levels:

Internal: Contributed actively to the university technology committee, college strategic planning, department bylaws, scholarship selection, faculty hiring searches, and a successful national program accreditation process.

External: Reviewed multiple manuscripts for an institutional journal and maintained key leadership/committee roles in both state and national professional associations.

This represents an exemplary, well-rounded service portfolio. Continue making these meaningful contributions to the university and the broader profession.

Overall Promotion Assessment

Overall, you are making strong and steady progress toward promotion to Associate Teaching Professor / Teaching Faculty II. As you move forward, I simply encourage you to remain mindful that your daily distribution of effort closely aligns with your

official AOR, which appropriately prioritizes teaching excellence and program coordination.

Thank you for your hard work and dedication. Please let me know how I can continue to support your professional growth and transition to the next academic rank.

Sincerely,

Dr. Super Visor Department Chair & Professor