**PP. INTERNAL LETTER TEMPLATE (TENURE REVIEWS)**

**Internal Letter**

**For the Tenure Promotion Case of [CANDIDATE NAME]**

**Letter Writer: [NAME, DEPARTMENT/AREA]**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Instructions:** **Please answer the questions below and email your responses to the *ad hoc* coordinator in the Office for Faculty Affairs,** **ryoung@fas.harvard.edu****.**

* **Readership:** Internal letters in tenure promotion cases are read by the Edgerley Family Dean of the FAS, the Committee on Appointments and Promotions (CAP), and members of the *ad hoc* committee, if the case reaches the *ad hoc* stage. These readers maintain the confidentiality of these letters.
* **Background:**
* CAP, the FAS Dean, the President and Provost, and other members of the ad hoc committee take internal letters seriously.
* These letters provide very useful information about the candidate and contextualize faculty votes.
* The internal letters together with the departmental case statement help the academic leadership to understand whether there was a robust departmental discussion about the candidate.
* Writing a short or bland internal letter does not reduce your chance of being called to testify in an ad hoc meeting. In fact, it can cause the University to directly follow up with you to probe for your views.
* Please help the candidate, the FAS Dean, CAP, and the ad hoc committee by being as complete and forthright in your responses as you can. Your help is greatly appreciated.

**Questions**

1. **What was your vote in the departmental discussion of whether or not the case should proceed to CAP? Please check one.**

\_\_\_\_\_\_ Yes

\_\_\_\_\_\_ No

\_\_\_\_\_\_ Abstain

\_\_\_\_\_\_ Did not vote

1. **In what ways, if any, did you mentor the candidate and participate in this tenure review?**

**3. Assessment of the Candidate**

**A. Research**: What is your assessment of the candidate’s impact on their field, to date, and in the future? Please be specific.

**B. Teaching, Advising, Mentoring**: What is your assessment of the candidate’s impact through their teaching, advising, and mentoring, to date, and in the future? Please be specific.

**C. Service/Citizenship**: What is your assessment of the candidate’s impact through their service/citizenship, to date, and in the future? Please be specific.

**D. Overall**: Please provide any additional comments about the candidate.

**4. Please share any comments you may have about the department’s review process. (E.g., regarding thoroughness or openness of the department discussion, vetting or quality of the comparand list or recipient list(s), etc.)**