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Date

Dear:

Below is the summary of my evaluation of ____ dossier for appointment at rank of ____ in the ____ Title Series with tenure (*or without if that is the recommendation*)

Teaching and Advising

Highlighted supporting evidence:

-

Concerns or limitations:

-

Conclusion regarding meeting criteria for teaching and advising:

-

Scholarship

Highlighted accomplishments

-

Concerns or limitations:

-

Conclusion regarding meeting criteria for scholarship:

-

Service

Highlighted accomplishments

-

Concerns or limitations:

-

Conclusion regarding meeting criteria for service:

-

External Letters or Letters of Recommendation

-

Summary and recommendation:

Respectfully,

see blue.

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