

Dear Associate Dean (for TPAC faculty)/ Associate Dean (for Research faculty),

I recommend that (xxx) be reappointed as an (Assistant/Associate/blank) teaching professor/professor of the practice/advising professor/clinical professor/research professor from xxx to xxx. Both the Department's CRPT and I have considered the materials submitted and we have evaluated the case.

I shall discuss with (xxx) the evaluation of (his/her) work, drawing special attention to the following areas where the TPAC/Research faculty member and I adjudged there was room for improvement: (xxxx).

Sincerely,

(Signature of chairperson)