Name

Title/Rank

School

Dear Dr. \_\_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an instructor in the School of \_\_\_\_\_\_\_\_ at Oregon State University, is a candidate for promotion to Senior Instructor I. It is our policy to reach out to a selected group of experienced educators to gain broader perspective on each candidate’s case for promotion. In this regard, I would very much appreciate receiving a letter containing your frank appraisal of Dr. \_\_\_\_\_’s demonstrated effectiveness in teaching and potential for further growth. I am aware of the great demands on your time, and therefore would be especially grateful if you are able to provide us with the evaluation by \_\_\_\_\_\_\_\_\_\_\_.

Promotion to the rank of Senior Instructor 1 at Oregon State is based upon evidence of the candidate’s:

* outputs and impacts of efforts to promote equity, inclusion, and diversity;
* having a graduate degree appropriate to the assigned duties, or comparable educational or professional experience;
* having special skills or experience needed in the unit; and
* having an exceptional record of achievement in the assigned duties.

Recommendations on promotion at Oregon State are based on evaluation of the candidate’s accomplishments measured relative to the duties enumerated in the candidate’s position description. To aid you in formulating your comments, I have enclosed Dr. \_\_\_\_\_’s position description, along with the candidate statement and dossier.

Oregon State University is committed to maintaining and enhancing its collaborative and inclusive community that strives for equity and equal opportunity; as such, contributions to equity, inclusion, and diversity are evaluated in promotion and tenure decisions.

The COVID-19 pandemic has taken a serious toll on faculty productivity in teaching, mentoring, and service. Research on a national level suggests that faculty of color and women faculty may be disproportionately affected. We ask that you consider this candidate’s professional accomplishments in the context of the disruptive and prolonged COVID-19 pandemic and the circumstances under which faculty have been operating since March of 2020.

OSU has provided [COVID-19 accommodation for academic faculty](https://facultyaffairs.oregonstate.edu/academic-faculty-covid-19-accommodations-and-resources) including (a) the inclusion of a COVID-19 impact statement in the dossier at the faculty member’s discretion; and (b) optional inclusion of Student Evaluation of Teaching scores in dossiers for courses taught in Spring 2020 through Spring 2021. Evaluators and reviewers should assess the candidate’s accomplishments and productivity and provide an evaluation of the merits of the dossier without prejudice related to the candidate’s decision about reporting or not reporting student feedback for the Spring 2020 to Spring 2021 terms. Reviewers should alsobe mindful of impacts that may have been noted in the COVID-19 impact statements.

Dr. \_\_\_\_\_ has waived the right to access letters of evaluation solicited during the promotion review process and your letter will therefore be held in confidence unless mandated otherwise in legal proceedings.

Your assistance is very much appreciated.

With best regards,