TIPS FROM THE UWPC

***FOR LETTER WRITERS***

***2023-2024***

# General Information

* **READ** Promotion Forms and Instructions.
  + The Evaluative Components of the Promotion Application.
  + What items count?
* **READ** The S3P.
* **READ** The CBA 16.A.2.
* **Don’t be afraid to ask for help.**

# General Information

* **Important Dates:**
  + Nov 1st: Report DPC membership to UWPC.
  + Nov 1st: Applications Due.
  + Nov 3: Deans, DPC, and Provost have Access to Applications.
  + Jan 25th: Draft of Chair, DPC, and Dean letters are due to candidate.
  + Feb 1st: Chair, DPC, and Dean upload signed letters to MyIUP - Single file, form with all signatures and letter following.

# Responsibilities of the DPC

### Read Part II.A-B of S3P.

* + - Provide names of all members to UWPC Chair so that online access is available to all.

### Independent Review

* + - * An evaluative judgement of the candidate.
      * 3 page letter on teaching and professional responsibilities, service and scholarship.
      * “The DPC will verify, review, and evaluate all the evidence available and make an independent recommendation to the UWPC based on specific reference to the evidence.”
      * Provides a discipline specific viewpoint relating to items in application.

# Responsibilities of the Department Chair

* + - Read Part II.B of S3P.

## Independent Review.

* + - * An evaluative judgement of the candidate
      * 2 page letter.
      * “The Chair should emphasize fulfillment of professional responsibility, but may also wish to discuss **teaching**, scholarship, and **service**.”
        + Elected departmental positions.
        + AWE considered administrative in nature.
        + Other tasks or duties to support department.

# Responsibilities of the Dean

* + - **Read Part II.C of S3P.**
    - **Independent Review.**
      * An evaluative judgement of the candidate.
      * 2 page letter.
      * The Dean should discuss teaching, scholarship, and service.

# Letters in General

## Each letter should go beyond simply using SEI data or in making general statements.

* + - * This data is already in the application.

## Do not assume that the UWPC understands how a particular area views items from the standpoint of your discipline or department:

* + - * Effective teaching and professional responsibility.
      * Service.
      * Scholarship items.

# Letters in General

* + - We are greatly assisted in determining an item’s “value” by letters that explain or clarify:
      * A candidate’s role.
      * Impact/Importance/Significance.
    - Especially with regard to discipline**-**specific issues.

**If you have any questions or concerns, please do not hesitate to**

*Questions*



**Dr. Harrison Wick**

**UWPC Chair**

**2022-2023**

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**Website:**

[Promotion - Promotion, Tenure, and Sabbatical - For Faculty and Staff - Academic Affairs - IUP](https://www.iup.edu/academicaffairs/for-faculty/promotion-tenure-sabbatical/promotion.html)