


*TIPS FROM THE
UWPC*

*FOR LETTER
WRITERS*

Last Modified August 26, 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.**
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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.
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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.
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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.
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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.
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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.
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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.
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Questions

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

Website:

[Promotion - Promotion, Tenure, and Sabbatical - For Faculty and Staff - Academic Affairs - IUP](#)
