

To: Candidate

cc: XXXX

From: Second level review committee: Committee member names

Subject: Recommendation on the Application for Promotion to X for name

Date:

Summary

The School of Business Second-Level Review Committee (hereinafter referred to as the Committee) for name's application for term faculty promotion (with multiyear contract) convened on xxx, to consider and vote whether XX has met the requirements for promotion from XXXX to YYY. The Committee is comprised of six faculty members who are eligible to serve (names). After careful review of the candidate's casebook that included the materials requested by the Provost, as well as the L1 committee's recommendation, the Committee voted XXX (X) in favor/against and XXX (X) recommending that XXXX (name) be awarded promotion to XXX. The Committee concludes that name's record meets the level of High Competence/Genuine Excellence in Teaching (Instruction) and Service by the standards developed by the School of Business. The reasons for the committee's recommendation are described on the pages that follow.

Conflict of Interest Statement

Consistent with the Term Promotion document and the conflict of interest guidelines in the GMU Faculty Handbook, the committee carefully evaluated potential conflicts of interest between committee members and Candidate (name). The committee has determined no such conflicts of interest exist.

Background Qualifications

Dr. X received a degree information. Dr. X joined the George Mason University School of Business in y as an assistant professor, teaching Z. Prior to his/her appointment as instructional assistant professor, Dr. Y had this previous experience of

Teaching (Instruction)

Some overview of teaching

Statement of what materials were reviewed such as the committee carefully reviewed the candidate's completed casebook as well as the promotion criteria approved by the School of Business faculty and effective in January 2023. Accordingly, the committee considered whether Dr. X met the criteria for High Competence/Genuine Excellence.

Paragraphs explaining how each of the criteria was met (or not met).

Criteria #1: Course Design and Teaching Materials

Criteria #2: Teaching Strategies that Support and Engage Students

Criteria #3: Faculty Growth, Continuous Course Improvement, and Reflective Teaching Practice

(Note: If this was a case for promotion from instructional associate to instructional professor, the standard of genuine excellence is required. In addition to meeting criteria 1, 2 and 3, there must be evidence of meeting one of criteria 4, 5 and 6

Criteria #4: Working with Students Beyond the Classroom

Criteria #5: Pedagogical and Curricular Leadership

Criteria #6: Pedagogical Scholarship)

Statement of the vote for teaching

Service

Overview and review of service to area, school, university, profession

Vote on service

Research (if applicable)

Some instructional faculty have research expectations and are research active. The committee should give an overview of the research. (Although the research is not normally considered for instructional faculty, it could be used to strengthen their teaching).

There is no vote for research.

Signed:

Each person's name, title, area (plus indication of chair of committee), and then signature.