

Guidelines for writing a strong letter of support from the Department Head/Dean

The letter of recommendation from the department head and/or dean is a critical component to the emeritus application - it helps the emeritus committee to contextualize the accomplishments and impact of the candidate within the unit, the UConn community, and the broader community and/or discipline. In order to provide a strong letter of support for an emeritus candidate, the department head/dean should consider the following points:

- Candidates must excel in research, teaching, and/or service in order to be granted emeritus status. The letter must clearly indicate in which of these areas the candidate excelled, and provide specific examples of how.
- Candidates must go above and beyond expectations in research, teaching, and/or service. The letter should not simply explain that the candidate fulfilled the expectations of their position, but should explain how they went above and beyond these expectations, and provide specific examples of how.
- Candidates must help to elevate the university. The letter should explain how the candidate helped to elevate the university, and should provide specific examples of how.
- Strong letters should be as specific as possible, rather than only speaking in generalities. They should include a thorough examination of accomplishments.
- Activities should, in some way, contribute to the wider missions of the university.
- Evidence of excellence in research might include a combination of (with detailed information):
 - Research-related awards
 - Publications (e.g., books, chapters, journal articles)
 - Creative projects
 - Presentations
 - Grants and contracts
 - Societal and policy impacts of research
 - Mentoring of others in research
 - Other scholarly and creative accomplishments
- Evidence of excellence in teaching might include a combination of (with detailed information):
 - Teaching awards
 - Formal teaching evaluations (but these alone are not sufficient)
 - Informal teaching evaluations
 - Explanation of impact on students
 - Explanation of impact on alumni
 - Descriptions of impact through advising and/or mentoring of undergraduate students, graduate students, and/or postdoctoral scholars
 - Testimonials about teaching
 - Recognition of excellence in teaching by others outside of UConn
- Evidence of excellence in service might include a combination of (with detailed information):
 - Service-related awards
 - International, national, state, and local leadership roles
 - International, national, state and local service to professional societies and organizations
 - University, campus, college/school, and departmental leadership
 - University, campus, college/school, and departmental service
 - Public and community service at international, national, state, and local levels
 - Descriptions of impact through service activities