**COLLEGE OF ARTS AND LETTERS**

 **SECONDARY ARTP COMMITTEE**

TO: Steve Perez

 Provost and Vice President for Academic Affairs

FROM: XXXX, Chair

 College of Arts & Letters ARTP Subcommittee C

DATE: March 10, 2021

SUBJECT: Recommendation for Promotion to Full Professor:

 XXXX, Associate Professor

 Department of XXXX

According to the ARTP Procedures of the College of Arts and Letters, it is the secondary committee's task to judge whether a candidate recommended for promotion by the primary level is Meritorious, Very Meritorious, or Most Meritorious. Our Committee carefully reviewed the Working Personnel Action File of Professor XXXX who is recommended for promotion to Full Professor and found him to be Very Meritorious.

**Teaching Effectiveness**

**Scholarly or Creative Achievements**

**Contributions to Department/ College/University**

**Contributions to the Community**

**Conclusion**

I hereby certify that the secondary level ARTP procedures were followed.

cc: XCandidateX, Associate Professor, Department of XXXX

 XXXX, Department Chair, Department of XXXX

 XXXX, Primary Committee Chair, Department of XXXX