

Dear Suzanne,

Thank you for sharing your professional development report for AYs 2022-24 to the department.

The department find that your public recognitions are impressive and bring amazing attention to our university and that you've done valuable work to build community for students involved in creative writing at Metro State.

Overall, the department finds that your work for AY 2022-2024 meets the contract requirements in the five criteria and would like to commend you for the work you have done (and continue to do) to contribute to the success of the department and of Metro students.

The following are recommendations:

1. We recommend that for Criterion 1, you add all the duties you perform as coordinator as these are the "other assigned duties" referred to under Criterion 1 in the contract.
2. For Criterion 5, we recommend that you add all the duties performed on the CLA Dean's Search committee.
3. As we will likely be working with a new Dean next year, it may be worth adding more specific dates on workshops, conferences, service roles, etc., as a way of making it easier to cut and paste when it comes time for the promotion defense document. We also recommend including hyperlinks to published pieces and other supporting evidence in an appendix, as well.

Please let me know if you have any questions or concerns about the department comments.

With appreciation on behalf of your Writing, Literature, and Language colleagues,

Julie

H. Julie Kae

Associate Professor of Literature

Chair of Department of Writing, Literature, and Language

Metropolitan State University- St. Paul