

Affiliated Faculty - ARP Form

**EVALUATION FOR APPOINTMENT,
REAPPOINTMENT OR PROMOTION**

1. **NAME OF FACULTY MEMBER:** _____

2. **PRIMARY ACADEMIC DEPARTMENT** _____
a) secondary Academic Department (if applicable) _____

3. **RECOMMENDING DEPARTMENT:** _____

4. **ACTION RECOMMENDED:**
new appointment ___ reappointment ___ promotion ___ termination ___

5. **PRESENT RANK:** Instructor _____
(leave blank if new appointment) Assistant Professor _____
Associate Professor _____
Professor _____

6. **RECOMMENDED RANK:** Instructor _____
(leave blank if only reappointment is recommended) Assistant Professor _____
Associate Professor _____
Professor _____

7. **TOTAL VOTE BY DEPARTMENT FACULTY OR FACULTY COMMITTEE:** (fill in only where applicable)
_____ appoint _____ do not appoint _____ abstain _____ absent
_____ reappoint _____ do not reappoint _____ abstain _____ absent
_____ promote _____ do not promote _____ abstain _____ absent

8. **RECOMMENDATION OF CHAIR:** (use additional pages as necessary); guidelines include:
a) present and expected future role(s) of the candidate:
b) justification for recommendation based on Department standards for performance and contribution;
c) approvals or concerns expressed by the Department faculty and/or advisory committee
d) Chair's statement(s) and specific recommendation:

9. **SIGNATURE OF CHAIR:** _____ **date** _____

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CHECKLIST FOR (1) APPOINTMENT, (2) REAPPOINTMENT OR (3) PROMOTION

- _____ 1. ***Evaluation for Appointment, Reappointment or Promotion Form with Department/Chair Recommendations and Vote (required for 1,2,3)***
- _____ 2. **Candidate's curriculum vitae (required for 1,2,3)**
- _____ 3. **Copy of candidate's current professional license (if applicable) - (required for 1,2,3)**
- _____ 4. Affiliated Professor only: At least two letters from external or internal referees for new appointment or promotion to Affiliated Professor.
 - _____ 4a. Chair's explanation of the relationship of referees to candidate (see above)
 - _____ 4b. Chair's assessment of the stature and qualifications of each referee
 - _____ 4c. Copies of Chair's letters soliciting reviews from the referees
- _____ 5. Candidate's written career assessment (optional for 1,2,3)
- _____ 6. List of Materials submitted by candidate supporting his/her candidacy for appointment, reappointment or promotion.
- _____ 7. List of materials provided by Department supporting its recommendation on appointment, reappointment or promotion
- _____ 8. **Personnel Data Form (PDF) (required for 1,2,3)**
- _____ 9. **HIPAA Acknowledgement Form**