

## 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 \_\_\_\_\_

5. PRESENT RANK:

(leave blank if new appointment)

Voluntary Assistant Professor \_\_\_\_\_

Voluntary Associate Professor \_\_\_\_\_

Voluntary Professor \_\_\_\_\_

6. RECOMMENDED RANK:

(leave blank if only reappointment  
is recommended)

Voluntary Associate Professor \_\_\_\_\_

Voluntary 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 \_\_\_\_\_

## **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. Letters from external or internal referees (two required for promotion to Voluntary Associate Professor or Voluntary Professor) (optional for actions 1 and 2)
  - \_\_\_\_\_ 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