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