## University Committee on Academic Rank and Tenure

## Recommendation of the Department Chair for Evaluation of Tenured or Tenure-Track Faculty Only

The Chair of the candidate’s department shall complete and submit this form to the Dean or Director of the candidate’s College or School. The Dean or Director shall include this form with the completed application materials submitted to the University Committee. **This form is to be used only for tenured or tenure-track faculty in connection with promotion and/or tenure.**  University norms and procedures for promotion and tenure are described in Sections III.E and III.F. of the *Faculty Manual*.

1. **Candidate’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Applying for:** [ ]  **Promotion Only** [ ]  **Tenure Only** [ ]  **Both Promotion and Tenure**
3. **Department of Primary Appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. *Please complete and sign page 1 of this form and attach it to a letter of evaluation for each candidate. In your letter:*
5. *State clearly and specifically whether or not you recommend this faculty member for promotion and/or tenure, and note any special circumstances or information not reflected in the candidate’s dossier that is relevant to your recommendation.*
6. *Address any discrepancies between your department’s/unit’s recommendation (if applicable) and your own.*
7. *Address the questions on page 2 of this form, and clearly state your overall recommendation (#5). In your letter, include headings to distinguish material related to the three categories of evaluation listed on page 2.*
8. *If applicable, be sure to specifically address and substantiate a request for an early recommendation for promotion and/or tenure.*
9. *Overall Evaluation and Recommendation*

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Signature Date

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Evaluator’s name and present rank and tenure status (please print)

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# Categories of Evaluation

**Teaching**

Is the candidate an effective teacher? Please explain the basis for your conclusion and identify specifically any deficiencies in department norms that form the basis of your evaluation.

**Research and Scholarship**

What is your professional evaluation of the candidate’s research and publications? Please explain the basis for your conclusion and identify specifically any deficiencies in department norms that form the basis of your evaluation, including evidence that: (1) the candidate is recognized as a scholar in his or her field, and (2) has the potential for making a continuing contribution to his or her field.

**Service and Professional Activities**

Please evaluate whether the candidate has fulfilled his or her service obligation to the following: (1) active participation in departmental, School/College, and University affairs; (2) active participation in community service; and (3) active engagement in professional activities.