## University Committee on Academic Rank and Tenure

## Recommendation of the Department Chair for Evaluation of Non-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 promotion for non-tenure-track faculty.**  University norms and procedures for promotion are described in Sections III.E. and III.F. of the *Faculty Manual*.

1. **Candidate’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Applying for Promotion to:   
    Assistant Professor  Associate Professor  Professor   
    Other:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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:*
   1. *State clearly and specifically whether or not you recommend this faculty member for promotion, and note any special circumstances or information not reflected in the candidate’s dossier that is relevant to your recommendation.*
   2. *Address any discrepancies between your department’/unit’s recommendation (if applicable) and your own.*
   3. *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 applicable categories of evaluation.*
   4. *Additionally, for each of the applicable categories listed on page 2, explain the relative importance of that category in your overall evaluation to the expectations for this candidate.*
   5. *If applicable, be sure to specifically address and substantiate a request for an early recommendation for promotion.*
5. *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 (if applicable)**

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 (if applicable)**

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.

**Clinical Service or Supervision (if applicable)**

What is your evaluation of the quality and effectiveness of the candidate’s performance?

**Librarianship (if applicable)**

What is your evaluation of the quality and effectiveness of the candidate’s performance?

**Service and Professional Activities (if applicable)**

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.

**Evaluation of Relevant Activities Not Previously Addressed (if applicable)**