## University Committee on Academic Rank and Tenure

## Recommendation of the Dean for Evaluation of Non-Tenure-Track Faculty Only

The Dean or Director of the applicable College, School, Center, or Library shall complete and submit this form, with the completed application materials, 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*.

*Please complete and sign this form and attach it to a letter of evaluation for each candidate. In your letter, address items #5, #6, #7, and #8 below.*

1. **Candidate’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Applying for Promotion to:**[ ]  **Assistant Professor** [ ]  **Associate Professor** [ ]  **Professor**[ ]  **Other:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Date of the Candidate’s Initial Appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Date of the Candidate’s Most Recent Promotion (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. *Describe the candidate’s performance relative to the duties and standards under which he or she is to be evaluated.*
6. *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.*

*Where your recommendation is at variance with the department’s recommendation or the recommendation of the College/School Committee, indicate how and why you differ. Explain your reasons in detail and, if possible, specifically address any issues raised by peer reviewers or those who did not recommend promotion.*

*If the candidate is applying for early consideration for promotion, specifically discuss the factors supporting or not supporting your recommendation.*

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Signature Date

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(Please print name)