

## University Committee on Academic Rank and Tenure

## Recommendation of the Department Chair

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. 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:** *Click here to enter text.*
2. **Present Rank:** *Click here to enter text.* **Date Effective:** *Click here to enter text.*
3. **Present Tenure Status:** ☐ Tenured ☐ Tenure Track ☐ Non-Tenure Track
4. **Candidate Seeks:**

☐ Promotion, to be effective on July 1, 2026, to the rank of

☐ Assistant Professor ☐ Associate Professor ☐ Professor

☐ Other: *Click here to enter text.*

☐ Tenure, with promotion (above), to be effective on July 1, 2026

☐ Tenure only, to be effective on July 1, 2026

1. **Department of Primary Appointment:** *Click here to enter text.*
2. **What is the evaluation period of the dossier under review (e.g. 2020 to 2025)?**

*Click here to enter text.*

1. ***Please complete and sign page 1 of this form and attach it to a letter of evaluation for the candidate. In your letter:***
2. *State clearly and specifically whether or not you recommend this faculty member for promotion and/or tenure and note any special circumstances or information that is relevant to your recommendation.*
3. *Address any discrepancies between your department’s/unit’s recommendation (if applicable) and your own.*
4. *Address the questions on page 2 of this form relevant to the candidate’s workload and relevant applicable standards and clearly state your overall recommendation (#8). In your letter, include headings to distinguish material related to the relevant categories of evaluation listed on page 2. For each category relevant to the candidate’s workload, explain the relative importance of that category in your overall evaluation given the applicable standards for this candidate.*
5. ***Overall Evaluation and Recommendation***

**Recommend  Do Not Recommend**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text.*

Signature Date

*Click here to enter text.*

Evaluator’s name and present rank and tenure status

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# Categories of Evaluation

*Evaluations of the candidate’s case should be based upon applicable standards established in the academic unit’s rank and tenure procedures and policy document. Please be sure to address each of the categories below that are relevant to this candidate’s case given their workload assignments and the expectations identified in the applicable standards.*

**Teaching**

Is the candidate an effective teacher? Please explain the basis for your conclusion in relationship to the applicable standards.

**Research and Scholarship**

What is your professional evaluation of the candidate’s research and publications? Please explain the basis for your conclusion in relationship to the applicable standards, 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.

**Clinical Service or Supervision**

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

**Librarianship**

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

**Evaluation of Relevant Activities Not Previously Addressed**