

## University Committee on Academic Rank and Tenure

## Recommendation of the Department-level

##  Promotion and Tenure Committee

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Section 1 (To be completed by the committee chair or the department chair if no formal committee structure exists, and shared with the committee members or relevant faculty prior to review of dossiers and deliberations)

1. **Candidate’s Name (First, Middle, Last):** *Click here to enter text.*
2. **Department/Center:** *Click here to enter text.*
3. **College/School/Library:** *Click here to enter text.*
4. **Present Rank:** *Click here to enter text.* **Date Effective:** *Click here to enter text.*
5. **Present Tenure Status:** [ ]  Tenured [ ]  Tenure Track [ ]  Non-Tenure Track
6. **What is the evaluation period of the dossier under review (e.g. 2020 to 2025)?**

*Click here to enter text.*

1. **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

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Section 2 (To be completed by the committee chair. If the department does not have a formal committee structure and department faculty meet to review and discuss promotion and tenure dossiers, the department chairperson should ask a senior department faculty member to complete Section 2)

1. **Recommendation:**

Vote Count (insert zeroes as applicable; *click above line to enter text*):

*Click here to enter text.* *Click here to enter text.* *Click here to enter text.*

 # Recommend # Do Not Recommend # Recuse

Reason for recusal(s). Recusals may be made for the following and other conflict of interest reasons and should be noted in the committee’s written recommendation. Individuals who recuse themselves from voting should not participate in the discussion of the dossier.

* Personal relationships
* Grievance involvement
* Voting participation in the P&T process at another level, including the writing of colleague letters.

Please do not record an absence as a recusal. As needed, absences may be noted in the committee’s written recommendation.

1. **Rationale for recommendation:** Ina separate document,provide a rationale for supporting

and dissenting votes and address the degree to which the candidate’s case meets applicable standards.

1. **Names, rank, and tenure status of voting committee members:**

(voting members must be present in person or via synchronous video conference for the discussion and vote; voting by proxy is highly discouraged)

 *Click here to enter text.*

*Click here to enter text.* *Click here to enter text.*

Committee Chair/Senior Faculty Name Date

and present rank and tenure status