Candidate Name: ____________________________________________

Candidate’s Department: ____________________________________________

Date: __________________

Only material identified in university policy as appropriate to the promotion decision should be considered in committee deliberations. Three factors alone govern promotion decisions: teaching effectiveness, research and/or scholarly/creative accomplishment, and service. Any other factors are extraneous and should not be reviewed during committee discussions. Since departments within the College of Liberal & Applied Arts apply different standards for promotion, the relevant departmental guidelines should govern the evaluation of whether a candidate has fulfilled expectations.

A. Please rate the candidate’s performance on each of the three criteria for tenure:

1. Teaching Effectiveness
   _____ Excellent
   _____ Satisfactory
   _____ Unsatisfactory

2. Research and/or Scholarly/Creative Accomplishment
   _____ Excellent
   _____ Satisfactory
   _____ Unsatisfactory

3. Service
   _____ Excellent
   _____ Satisfactory
   _____ Unsatisfactory

Promotion Recommendation: Under university policy, a faculty member is eligible for promotion to Associate Professor only if receiving a rating of “excellent” in teaching and “excellent” in either of the two remaining categories.

   _____ Support
   _____ Not Support

B. Votes for promotion are confidential. Committee members may, at their discretion, include written comments. Please be aware that all documents utilized in the promotion process, including written comments by reviewers, become part of the official file. These records may become accessible to the individual being reviewed and others during the course of appeal, litigation, or public information requests. Anything that committee members put in writing should be carefully worded to reflect professional input based on appropriate evaluation criteria.

Given the above stipulations, please add any additional comments—on a separate sheet of paper—explaining your promotion recommendation if you elect to do so.