

**FSH 3560 - REPORT OF EVALUATION AND RECOMMENDATION
FOR PROMOTION IN FACULTY RANK**

Date _____

Name _____ Department or Unit _____

Considered for promotion to the rank of _____

Has served in the rank of _____ since _____

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REQUIRED ELEMENTS OF EVALUATION

Having reviewed the candidate's curriculum vitae, we concur in its completeness and accuracy. Other documentary material deemed by either of us to be pertinent has been appended to the curriculum vitae.

(Candidate)

(Departmental Administrator)

Copies of the curriculum vitae and attachments, if any, were made available to the persons or groups called upon to participate in the evaluation of the candidate and to make recommendations on his or her promotion. Statistics and comments derived from student evaluations of the candidate's teaching performance were furnished to the same persons and groups. Files of student evaluations were made available for inspection in the college or departmental office.

(Departmental Administrator)

(Departmental Administrator, (Faculty with joint appointments))

Interdisciplinary/Center Administrator
(when appropriate)

Interdisciplinary/Center Administrator
(when appropriate)

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RECOMMENDATIONS

Each reviewing person or group enters its recommendation below. If there are any considerations that support this conclusion, other than those contained in the records presented to the reviewers, a brief statement of those considerations should be appended.

I judge the candidate's performance of the duties assigned in his or her position description to be:

- _____ excellent
- _____ good
- _____ average
- _____ poor
- _____ unsatisfactory

I _____ recommend
_____ do not recommend
_____ abstain from making a recommendation on the proposed promotion.

(Signature)

(Rank)

(Department)

(Recommendations continue on back of form)

Evaluations of the candidate and recommendations on the proposed promotion have been submitted by ____ faculty members. Of these, ____ judged the candidate's performance of assigned duties to be excellent, ____ judged it to be good, ____ average, ____ poor, and ____ unsatisfactory.

Moreover, ____ recommended promotion, ____ recommended against it, and ____ abstained from making a recommendation.

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

(Departmental Administrator)

The college committee on promotions ____ does ____ does not recommend the proposed promotion. The committee's vote was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

(Committee Chair)

The departmental administrators of this college (did)(did not) meet to consider collectively all of the recommendations submitted by the departments. The vote of this body was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

(Dean)

In the university-level review committee, the votes were: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

(Provost)

I ____ do ____ do not recommend that the candidate be promoted.

(Provost)

I ____ do ____ do not recommend that the candidate be promoted.

(President)