Tenure and/or Promotion Letter of Evaluation

Department, School, and CDFPT Committees

*Information must be typed*

**Candidate Name**

**Department**

**Current Rank**

**School**

**Campus**

**Candidate for** (check one or both):TenurePromotion to the rank of

**This evaluation is made by:** Department TAP committee

School/College TAP committee

CDFPT Committee

Other:

**We recommend for tenure:**  Yes  No  N/A  Other

**We recommend for promotion:**  Yes  No  N/A  Other

**Record vote** (enter a number for each):    A: The candidate merits tenure or/and promotion

   B: The candidate may merit tenure or/and promotion, but the case needs further discussion

   C: The candidate does not merit tenure and/or promotion

   Recuse

  Abstain

**List of committee members**:

**Use this form to *evaluate*, not summarize, details of the candidate's professional career, remarking particularly on the candidate's impact in the areas noted.**

**TEACHING**

(Please specify sources of information for each element; **Limit responses to each element to 250 words**.)

**Peer evaluations of candidate's teaching effectiveness**:

**Student evaluation of candidate's teaching effectiveness**:

**Evaluation of candidate’s instructional duties and effectiveness, other teaching duties (e.g., mentoring) and professional development pursued**:

**SCHOLARSHIP**

(Please specify sources of information for each element; Limit responses to each element to 250 words)

**Progress toward advanced degree (if applicable)**:

**Evaluation of candidate's scholarly productivity (quantity of output)**:

**Evaluation of candidate’s scholarly impact (quality of scholarship, including sustainability or trajectory)**:

**Evaluation of candidate's participation in professional scholarly activities, evidence of external recognition**:

**SERVICE**

(Please specify sources of information for each element; Limit responses to each element to 250 words)

**Evaluation of candidate's impact in his/her profession (External service)**:

**Evaluation of candidate's INTERNAL service to students, department, school, University, and (if relevant) community**:

**OTHER REMARKS (limit response to 250 words)**:

Before signing, review this report for the following Characteristics of Effective Promotion and Tenure Letters:

Articulates a clear analysis of the candidate’s performance in teaching, scholarship, and service.

Presents the most relevant elements of the candidate’s work to highlight his/her performance.

Comments on any change in direction in candidate’s teaching, scholarship, and service.

Explains any unusual circumstances related to the candidate’s work that has had an impact on his/her performance.

Comments on the extent of a candidate’s success in completing any performance improvement plans resulting from prior annual, third-year, or teaching evaluations.

Incorporates information from internal and external evaluators.

Complements information presented in the candidate’s personal statements for teaching, scholarship, and service.

My signature below certifies that this evaluation has been seen and approved by all Committee members.

**Print Name**:       **Title**:

**Signature** *(type, do not scan):*

**Date**: