Tenure and/or Promotion Letter of Evaluation

Department, School, and CDFPT Committees

**Candidate Name**

**Department**

**Current Rank**

**School**

**Campus**

**Candidate for** (check one or both):**[ ]** Tenure**[ ]** Promotion to the rank of

*(Double click on the box to get the option to check the box)*

**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, if any)

The candidate merits tenure or/and promotion: \_\_\_\_

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

The candidate does not merit tenure and/or promotion: \_\_\_

Recuse: \_\_\_\_

Abstain: \_\_\_

Non-voting member: \_\_\_\_

Other: \_\_\_

**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**

Address each element: 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**

Address each element: 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**

Address each element: 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:** *(Double click on the box to get the option to check the box)*

[ ]  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**:

**Date**: