

PROMOTION RECOMMENDATION SUMMARY

Each evaluator (Department Personnel Committee, Department Head, and Dean) must complete his/her portion of this form and must attach a narrative statement which explains why these particular judgments have been made.

- A. DEPARTMENTAL REQUIREMENTS FOR PROMOTION (to be completed by the Department Head before he/she gives the application form to the faculty member - **PLEASE list actual evaluation criteria, no check marks**).

1. Instruction Effectiveness _____
2. Scholarly/Creative Activity _____
3. Service _____
4. Academic Credentials _____

- B. EVALUATIONS DPC DH DEAN

1. Instructional Effectiveness:
Below Average _____
Average _____
Distinctly Above Average _____
Exceptional _____
2. Scholarly/Creative Activity:
Below Average _____
Average _____
Distinctly Above Average _____
Exceptional _____
3. Service:
Below Average _____
Average _____
Distinctly Above Average _____
Exceptional _____
4. Credentials: Yes _____
No _____

- C. RECOMMENDATION (check only one of the three choices)

1. Promote _____
2. Do Not Promote _____

DPC Chairperson	Date	Applicant	Date
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Department Head	Date	Applicant	Date
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Dean	Date		
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