To be completed by the Department Chair/Division Head/Supervisor.

**Candidate Name: Review Cycle: 20\_\_ 20\_\_**

**Title: Department: Unit:**

**Candidate is being considered for (check one):**

* ( ) Promotion Only to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rank)

# A. Educational background

**B. Evaluation of Teaching/Meritorious Performance**

1. Appraisal of teaching ability (Refer to and include evidence, such as student questionnaires, peer evaluations, awards, etc.)
2. Appraisal of candidate’s activity in student advising.
3. Evaluation of demonstrated excellence in meeting position responsibilities, as defined by the job description and annual goals.
4. Other evaluative comments.

# C. Research and Other Scholarly or Creative Activities

1. Evaluation of the candidate’s scholarly ability (support with evidence) and an assessment of the candidate’s potential for further scholarly work.
2. Other evaluative comments.

# D. Service

1. Appraisal of service to the profession, community, library, campus, and/or university, outside the scope of candidate’s job responsibilities.
2. Other evaluative comments.

# E. Innovation

1. Appraisal of contributions to library operations, procedures and functions that exceed specific job-related work assignments.
2. Other evaluative comments.

**F. Leadership**

1. Evaluation of successful managing of projects, task forces, and committees, producing tangible results within the library, the university, or the profession.
2. Other evaluative comments.

**G. Professional & Educational Development**

1. Appraisal of candidate’s activities beyond necessary training for current job that have demonstrable impact on the library, the university, or the profession.
2. Other evaluative comments.

#

# H. Additional Comments

**I. Recommendation**

 **( ) I recommend the promotion action noted above**

 **( ) I do not recommend the promotion action noted above**

 **Justification and substantiation of recommendation, including explanation of dissenting opinions from previous reviewers** *(may attach separate letter if desired***):**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and title

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date