DEPARTMENTAL EVALUATION FORM

TEACHER____________________________   EVALUATOR________________________

**Consideration**

**Rank:**  
- _____ Assistant Professor  
- _____ Associate Professor  
- _____ Professor  
- _____ Assist. Librarian II  
- _____ Associate Librarian  
- _____ Librarian  

**Tenure:**  
- _____ Three-year  
- _____ Permanent  
- _____ Post-tenure Review

Under Federal law, faculty members have the right to inspect their records, including letters of recommendations and evaluation. While the Rank and Tenure Committee considers all such letters with discretion and exercises as much confidentiality as permitted by law, the committee believes that in many instances letters written in complete confidentiality are of superior value in the assessment of a faculty member’s performance. Therefore, the committee invites, but does not require, you to sign the following waiver (1), or you may expressly decline to do so (2).

1. I expressly waive any rights I might have to access to this letter of evaluation/recommendation under Federal or State law, regulation, or policy.
   
   Date:___________   Signature of Candidate: _______________________________________________

2. I do not agree to the above waiver.
   
   Date:___________    Signature of Candidate: _______________________________________________

Please **provide a letter** evaluating the person's qualification. The letter should address teaching, professional development, scholarship, and departmental collegiality. In most cases, a discussion of strengths and weaknesses is more helpful to the committee than merely unqualified accolades. Specific evidence for your conclusions and recommendation will be most useful. The letter and this form with the following questions completed should be forwarded directly to the Rank and Tenure Committee no later than **the first Monday in July**.

In consideration of the comments made in my letter of evaluation, and the person's overall qualifications, my position is to:

<table>
<thead>
<tr>
<th>Recommend</th>
<th>Recommend with reservations</th>
<th>Not recommend</th>
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Comments: ________________________________________________________________________________________ 
________________________________________________________________________________________

I have assessed the views of the faculty in my department concerning this person's qualifications. Their recommendation is to (give the number in each category):

<table>
<thead>
<tr>
<th>Recommend</th>
<th>Recommend with reservations</th>
<th>Undecided/Insufficient Info</th>
<th>Not recommend</th>
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Comments: ________________________________________________________________________________________ 
________________________________________________________________________________________

I have notified the person of my position concerning recommendation, and have discussed the reasons for my decision (yes _____  no _____).

CHAIR/DEAN ________________________________________  DATE ________________________________________