**EVALUATION SHEET**

**REAPPOINTMENT, PROMOTION, TENURE,**

**AND EXTENDED TERM RECOMMENDATION**

CANDIDATE

|  |  |
| --- | --- |
|  |       |

Name Present Rank and Title

|  |  |
| --- | --- |
|       |       |

College or Administrative Unit Department

**EVALUATION SHEET**

**INSTRUCTIONS**

**(1) DEPARTMENT HEAD**

On a separate sheet (or set of sheets), the department head should attach an objective review of the candidate’s performance in activities summarized above. The evaluation should be a focused assessment of the candidate’s performance in relation to academic criteria, including strengths, weaknesses, and convergence with department goals.

**(2) DEAN OR ADMINISTRATOR**

On a separate sheet (or set of sheets), the dean should attach an objective review of the candidate’s performance in activities summarized above. The evaluation should be a focused assessment of the candidate’s performance in relation to academic criteria, including strengths, weaknesses, and convergence with college goals.

1. **CANDIDATE’S SIGNATURES**

The candidate should sign the sheet after reviewing the department head’s evaluation *and* after reviewing the dean’s or administrator’s evaluation. These signatures indicate only that the candidate has read the evaluations.

Administrator’s recommendation:

Tenure Track

[ ]  Reappoint, review next year (Head)

[ ]  Reappoint, review next year (Dean)

[ ]  Reappoint, Skip 1 year (only possible in years 2 and 4 year review, skip year 3 or 5) (Head)

[ ]  Reappoint, Skip 1 year (only possible in years 2 and 4 year review, skip year 3 or 5) (Dean)

[ ]  Grant tenure (Head)

[ ]  Grant tenure (Dean)

[ ]  Promote (Head)

[ ]  Promote (Dean)

[ ]  Do Not Promote (Head)

[ ]  Do Not Promote (Dean)

 New Rank (if granted):

[ ]  Terminate (Head)

[ ]  Terminate (Dean)

Extended Term

[ ]  Reappoint, review next year (Head)

[ ]  Reappoint, review next year (Dean)

[ ]  Reappoint, Skip 1 year (only possible in years 2 and 4 year review, skip year 3 or 5) (Head)

[ ]  Reappoint, Skip 1 year (only possible in years 2 and 4 year review, skip year 3 or 5) (Dean)

[ ]  Grant extended term

[ ]  Grant extended term

[ ]  Promote (Head)

[ ]  Promote (Dean)

[ ]  Do Not Promote (Head)

[ ]  Do Not Promote (Dean)

 New Rank (if granted):

[ ]  Terminate (Head)

[ ]  Terminate (Dean)

\*Ratings on next page

CANDIDATE NAME: DEPARTMENT:

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| --- | --- |
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**RATINGS**

The department head should insert percentages in the job description column. Place an ‘x’ in the box that best reflects performance. **DO NOT** use + or – in ranking. Use narrative to address qualitative characteristics of performance.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance****categories** | **Percentage of effort from job description** | **Does Not Meet****Expectations** | **Performing Below Expectations** | **Meets Expectations** | **Exceeds Expectations** | **Exceptional** | **Insufficient****Information** |
|  |  |  | **H** | **D** | **H** | **D** | **H** | **D** | **H** | **D** | **H** | **D** | **H** | **D** |
| Teaching |       | UG |      |      |      |      |      |      |      |      |      |      |      |      |
| G |      |      |      |      |      |      |      |      |      |      |      |      |
| Advising |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Research, Creative Activity, or Professional Development |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Service  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Cooperative Extension |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Administration |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Other (Explain) |       |      |      |      |      |      |      |      |      |      |      |      |      |
| Overall Evaluation |       |      |      |      |      |      |      |      |      |      |      |      |      |

Department head’s signature Date

\*Candidate’s signature (after reviewing the head’s decision) Date

Dean’s or administrator’s signature Date

\*Candidate’s signature (after reviewing the dean’s or administrator’s comments) Date

\*This signature indicates that the candidate has reviewed the evaluation. It does not indicate agreement or disagreement with the evaluation.

Rating Legend:

1. not meeting expectations (performance was unsatisfactory; needs substantial improvement)

2. below expectations (performance did not consistently meet expectations; needs further development and improvement)

3. meets expectations (performance consistently meets expectations)

4. exceeds expectations (quality of work is consistently very good; performance frequently exceeds job expectations)

5. exceptional (exceptionally high quality of work; far exceeds job expectations – both in consistency and quality)