

RECOMMENDATION OF THE PERSONNEL COMMITTEE FOR AN INSTRUCTIONAL STAFF APPOINTMENT

NOTE: This form has not been revised. Please indicate the position for which this recommendation is being made at the top of the first page, e.g. Lecturer, Senior Lecturer, Writer-in-Residence, etc.

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The recommendations should be made to the Dean of Faculty or Dean within one week of the date of the meeting of the Personnel Committee. For norms and procedures on Instructional Staff appointment, see the University Statutes 4-11.03, 4-05.01 (a) to (g) and 4-05.03 (a) to (d).

This form should be completed by the Chair of the Personnel Committee and submitted to the Dean of Faculty/Dean with supporting material supplied by the candidate. Attach a copy of the Recommendation to the second copy of the application. Send the second set to the Dean of Faculty/Dean with the original.

All members of the Personnel Committee should read or have read to them the final copy of the Committee's recommendation and sign this form to indicate that they have done so. The Chair should stress to the committee the confidential nature of the Committee's deliberations. The outcome of the vote should be announced to the Committee, but be treated as confidential information. See Statutes 4-05.01 (i) and 4-07.41.

Candidate's Name: _____

Department/Division/School: _____

The vote was: _____ in favor _____ opposed _____ abstaining

This recommendation, if favorable, is for appointment of _____ years.

Date

Committee Chair's Signature

The Committee Recommendation, attached to this form, should include:

The reasons advanced in favor of appointment with specific reference to the areas of teaching (including the results of the unit's evaluation procedures), service and research;

The reasons advanced against reappointment with specific reference to the areas of teaching (including the results of the unit's evaluation procedures), service and research;

Comments on department/division/school needs.

The Chair should also attach to this form a summary description on the unit's teaching evaluation procedures including evaluations as conducted by faculty peers and elicited from students.

Include in the peer evaluation summary: a description of the process (whether of classroom visits by peer, evaluation of course outlines/materials, etc.); the frequency with which this type of evaluation is undertaken; which of the instructional staff are evaluated and how they are compared with each other; and how the results are communicated to the instructional staff member who is being reviewed.

Include a brief description of the instrument used for students' evaluations and indicate: the frequency with which it is administered; which Instructional Staff are evaluated; how the results are tabulated; and whether those reviewed have access to the results.

