

**RECOMMENDATION OF THE PERSONNEL COMMITTEE ON REAPPOINTMENT**

The recommendation should be made to the Dean of Faculty or Dean within one week of the personnel committee meeting. For norms and procedures to be used, see University Statutes 4-05.01 (a) and (g) and 405.3 (a) to (f).

This form should be completed by the Chair of the Personnel Committee and submitted to the Dean of Faculty/Dean with the application and all 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.

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**Candidate's Name:** \_\_\_\_\_

**Department/Division/School:** \_\_\_\_\_

The vote was: \_\_\_\_\_ in favor \_\_\_\_\_ opposed \_\_\_\_\_ abstaining

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Date \_\_\_\_\_

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Committee Chair's Signature \_\_\_\_\_

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

The reasons advanced in favor of tenure with specific reference to the areas of teaching (including the results of the unit's evaluation procedures), research and publication, and service (University, professional-community). Comments on department/school needs.

The reasons advanced against reappointment with specific reference to the areas of teaching (including the results of the unit's evaluation procedures), research and publication, and service (University, professional community). Comments on department/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 faculty are evaluated and how they are compared with each other; and how the results are communicated to the faculty 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 faculty members are evaluated; how the results are tabulated; and whether those reviewed have access to the results.

Attach a description of the unit's procedures for soliciting outside peer evaluations of the candidate's research.

