

PERFORMANCE REVIEW RECOMMENDATION

DEPARTMENT CHAIR

(Blue)

Faculty Name _____ Date _____

Department _____ College _____

Recommendations:

(Indicate rating of Inadequate (I), Competent (C), or Superior (S) for each of the areas).

Retention at the rank of _____ Yes ___ No ___

Ratings: Teaching ___ Professional Growth ___ Service ___

Tenure at the rank of _____ Yes ___ No ___

Ratings: Teaching ___ Professional Growth ___ Service ___

Promotion to the rank of _____ Yes ___ No ___

Ratings: Teaching ___ Professional Growth ___ Service ___

REASONS FOR RECOMMENDATIONS

State reasons for each of the above recommendation(s) under the appropriate areas of evaluation.

I. Teaching:

A. Your evaluation of the faculty member's

1. Command of subject matter
2. Effectiveness in instruction (e.g., meeting classes, providing appropriate course content, organizing instructional materials, evaluating student work).
3. Participation in instruction-related roles such as course development.

B. Your evaluation of student responses to this faculty member's teaching.

C. SUMMARY STATEMENT FOR RETENTION:

SUMMARY STATEMENT FOR TENURE:

SUMMARY STATEMENT FOR PROMOTION:

In each summary, justify the rating given. Include a clear statement of that rating for this area (for example, "I rate Professor xxxxxxxxx COMPETENT/SUPERIOR/INADEQUATE in the area of Teaching for the purpose of retention/tenure/promotion for the following reasons:).

II. Professional Growth:

A. If the terminal degree has not been granted, precisely summarize the progress made towards its completion since the last report, and what remains to be done. Identify the sources of your information.

B. Professional activities should be evaluated, not just listed. Comment on the quality and/or significance of work as much as you are able, and comment on the stature and prestige of the journal,

publisher, performance, show, etc. If you are familiar with the

rejection rate, mention it. Evaluate consultants, attendance at meetings and workshops.

C. Evaluate professional activity in progress.

D. SUMMARY STATEMENT FOR RETENTION:

SUMMARY STATEMENT FOR TENURE:

SUMMARY STATEMENT FOR PROMOTION:

In each summary, justify the rating given. Include a clear statement of that rating for this area (for example, "I rate Professor xxxxxxxx COMPETENT/SUPERIOR/INADEQUATE in the area of Professional Growth for the purpose of retention/tenure/promotion for the following reasons:).

III. University and/or Community Service:

A. Evaluate service to the off-campus community. Keep in mind that community service "should be consistent with the teaching abilities, expertise and leadership qualities of the faculty member, and should foster an intellectual relationship with the off-campus community" (Procedures and Criteria, Chapter 2, II.C.1, page 26). Candidates should be advised to supply evidence of the quality of their service (e.g., letters). Mere membership on a committee does not indicate active participation; comment on what you know about significance of involvement.

B. Evaluate University service in advisement of students (this category includes academic advisement, and career and other forms of counseling).

C. Evaluate service to the governance of programs, departments, the college, the University, and the CSU system.

D. Evaluate other activities, such as sponsoring student groups.

E. SUMMARY STATEMENT FOR RETENTION:

SUMMARY STATEMENT FOR TENURE:

SUMMARY STATEMENT FOR PROMOTION:

In each summary, justify the rating given. Include a clear statement of that rating for this area (for example, "I rate Professor xxxxxxxx COMPETENT/SUPERIOR/INADEQUATE in the area of Service for the purpose of retention/tenure/promotion for the following reasons:).

Signature:
