

**University and college Personnel Committees**

**Senior Faculty Peer Review Evaluation**

**for Contract Renewal and Promotion**

In accordance with the procedures for contract renewal and promotion outlined in the Faculty Manual, Senior Faculty members review a Candidate’s Dossier and submit to the Executive or Academic Dean’s Office, as appropriate, a written evaluation. Participation is required, absent permission of the Executive Dean for reasons such as sabbatical or other leaves.

**Abstentions**

Per the Faculty Manual, Section 14, A “Senior Faculty member should abstain from a recommendation only in situations where s/he has a close personal relationship (e.g., spouse or other close personal relationship) or where the Committee member’s objectivity otherwise would be subject to challenge.”

If you feel this applies to you please check the box below, **do not complete** the remainder of the form, and follow the *Submission Instructions* below.

\_\_\_\_ **Abstain**

**Evaluations Procedure**

Senior Faculty members provide a typewritten evaluation for each candidate that addresses the following six (6) questions. You are asked to take this responsibility seriously and answer in detail after reviewing the Candidate’s dossier. Your responses represent your individual professional opinions and should do so in a manner that provides Dossier-based evidence for your opinions.

Per the Faculty Manual, when a Senior Faculty Peer‐Review Evaluation form is submitted with judgments and/or observations, either positive or negative, without accompanying evidence from the Dossier, the CPC Chair provides the form to the Provost’s Office, which returns the form to the Senior Faculty member for revision. If the faculty member declines the request to revise the Form in a manner that provides Dossier‐based evidence, the original Form is removed from the Supplemental Documents Folder, not given consideration, and forwarded to the Provost’s Office for recordkeeping. In this case, the Senior Faculty member is notified of the action.

The Candidate’s dossier is available for review in Blackboard. Electronic dossiers must not be downloaded, saved, or printed. Your evaluations should be addressed to your CPC Chair and submitted to your Executive or Academic Dean’s Office, as appropriate. Evaluations are due at noon1 on:

* October 1: 2nd 2-year contract; tenure and promotion; and 5-year contract and promotion
* November 1: promotion to full Professor
* February 5: 3rd 2-year contract and 7-year contract

**Submission Instructions:**

1. Please complete your form. Do not sign it.
2. Place it along with any attachments in a sealed envelope.
3. Sign across the back seal of the envelope.
4. Print your name on the envelope for identification.

**Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personnel action pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(The above 3 items will be completed by the CPC Chair)*

1. What is your evaluation of the candidate’s **credentials**? (Please consider and comment on candidate’s prior industry and/or other professional experience as well as degrees earned, etc.)
2. What is your evaluation of the candidate’s **teaching performance**? State the basis of your evaluation (class visit, review of materials, etc.) in detail.
3. What is your evaluation of the candidate’s **professional development**? State the basis of your evaluation (review of publications, etc., in detail).
4. What is your evaluation of the candidate’s **service** to the program, school (if applicable), college, university and larger community? State the basis of your evaluation in detail.
5. Based on your evaluation, is the candidate making satisfactory progress toward tenure, contract renewal, and/or promotion (as applicable)? Please indicate any specific recommendations you might have regarding areas where you feel the candidate may need to improve performance.
6. Based on the above assessment do you **recommend** that the personnel action
(contract renewal or promotion) for which this Candidate is applying be granted?

\_\_\_ Yes

\_\_\_ No