

UNIVERSITY OF ILLINOIS AT CHICAGO  
CLINICAL NON-TENURE TRACK  
PROMOTION GUIDELINES  
2011-12

PART IV

FORMS WITH INSTRUCTIONS

This section contains all the forms you will need for preparing a Promotion dossier. The forms for units to submit with candidates' names: EXPECTED PROMOTION AND TENURE REVIEWS, AND EXPECTED MID-PROBATIONARY REVIEW are now posted as a separate document entitled "Expected Promotions". We have included a website that briefly summarizes how to scan documents and create PDF files. This information can be found at <http://www.uic.edu/depts/accc/workshops/forms.pdf>

**TYPING INSTRUCTIONS**

**GENERAL INFORMATION**

The pages for the dossier have been created in a template format enabling you to type directly onto the pages using the following instructions.

On the protected sections (gray areas) of this document Use the TAB KEY or your MOUSE in order to move from field to field.

On the unprotected sections (no gray fields) you can type, cut, paste and insert, as usual.

Although this is a protected document, no password is needed to unprotect the file. In order to unprotect the document, select Tools from the menu bar, then select Unprotect Document. You will now be able to scroll through the document by line or page. **Once you unprotect the document** the form field feature will be disabled, **you will not be able to TAB from field to field**. If you are using the document unprotected use your Mouse or Keyboard Arrows for placement of the cursor.

**GUIDELINES FOR PREPARING THE ELECTRONIC FILE OF THE P&T DOSSIER**

NOTE: The following guidelines provide a general overview of the steps needed to prepare a promotion dossier. If you have a system with which you have had success and the outcome is the same, feel free to use that method. Colleges are encouraged to establish guidelines on how you wish to receive dossiers from your departments. Numbers 1-6 are specifically addressed to the departmental users. Unless instructed otherwise by your college, your final outcome will be a WORD file containing information entered onto the forms and a PDF file containing any external information required in the forms. Number 7 and up contain the final steps for preparing the dossier for submission to the campus level.

1. Locate the forms at <http://www.uic.edu/depts/oa/pt.html> and save to your desktop. From your desktop copy, you can use the forms for as many different dossiers you may have to prepare, saving each one with the naming convention of your choice.
2. Working from the saved file, enter the data. The WORD file will contain all information that can be typed or cut and pasted from other documents. All other information will be scanned and saved into a PDF file.
3. If a question on the forms requires scanned information, type on the form a clear reference to the name of the PDF file where the information can be found. An external referee letter PDF file should include information that clearly identifies it. For example, if the name of the candidate is JONES, and you name your file JONESREFLTRSMITH.TIF, *Jones* would be the name of the candidate, *refltr* represents what kind of material it is, and *Smith* would be the name of the referee. (More detailed information on scanning documents and creating PDF files follows).

An example of the documents you will be scanning may include:

- peer teaching evaluations
- letters from students, collaborators, external referees, committee reviews, etc.

4. When you have entered all the information onto the forms you must unprotect the document in order to paginate.

After the document has been unprotected, place your cursor on the page where you want to begin numbering. From the menu bar select **Insert, Page numbering**. You will then see a dialog box that asks you for the location you want to place the page number. Select **Bottom on page**, then select **Center**. Now select the format button that is located on the bottom right of this dialog box. On this screen select **Start at**, then enter the starting page number. Then press OK.

**Please note that once you have unprotected the document DO NOT PROTECT IT AGAIN. If you do protect the document again you will lose all information entered in the form fields.**

5. Print the document. Insert all external information into the appropriate areas. The external information can be paginated as an extension of the page number where the information is required. For example, if the teaching evaluations required in B.1 fall on page 23 and there are 12 pages of teaching evaluations, you will manually type the page numbers as 23A, 23B and so on. Do this for all external information. You are now ready to scan your external documents.
6. **Scanning a document.** After you have paginated your external documents they can be scanned. If a scanner is not available to you, the Campus ITL (Campus Instructional Technology Lab) is available by appointment. To make an appointment go to <http://www.uic.edu/depts/accc/itl/rsyp.html>. Appointments must be made 48 hours in advance. Laboratories are located on both sides of the campus. Once there, someone can be available to provide instruction if needed. Since the ITL staff will only provide instruction, confidentiality of all documents will be maintained. When scanning, remember to use 150 dpi and choose grayscale picture for type of document. Choose a name for the file that accurately identifies the material and save as TIF or JPEG. (JONESREFLTRSMITH.TIF).
7. After you have finished scanning, reassemble the paper copy of the dossier and set aside. You are now ready to create a PDF. Once a PDF file is created, a document cannot be altered in any way.  
**DEPARTMENTS: CHECK WITH YOUR DEAN'S OFFICE TO DETERMINE IF YOU ARE TO CONVERT YOUR WORD FILE TO A PDF FILE.**
8. PDF files are created through a software called ACROBAT. If you don't have Acrobat, a license for this software can be purchased through the UIC's webstore, at:

<http://www.uic.edu/depts/accc/index.html/SOFTWARE.html>

Each of your scanned external documents should be converted into a PDF following these steps:

- A. Open Acrobat.
- B. Click: File/Create PDF/From Multiple Files and look for your scanned document files. Be sure to include everything you have scanned and saved as a TIF or JPEG.
- C. When you have located and clicked on all of your files, click OK and your PDF is created. This action may take a few minutes.
- D. If you have forgotten to include a document or need to add another one, go the Acrobat Tool Bar and click Document, select the file, and then click Insert Pages. Select where it should go.

- E. Because your PDF contains a variety of external documents, Bookmarks should be created to help clearly identify the material. Open the Bookmarks menu by clicking on Bookmarks tab. Find the icon, Create New Bookmark, and type in a name for the material that will be contained in that section. For example, Teaching Evaluations, External Reviews, Collaborators. Organize your PDF files under the appropriate bookmark by first selecting the bookmark where you want a file to fall under, scroll down to the correct letter and click on letter so page # at bottom reflects correct page. Use Options drop-down menu "set destination". Your bookmark will now go directly to the appropriate document. Scroll back up to the top of the document and see that the bookmark is connected to the page that you want. If you connected to the wrong page, highlight it again, scroll to the desired page and "set bookmark destination" again. You can easily reset the page that it connects to. Lastly, if you don't want a bookmark, highlight it and drag it up to the garbage can icon. This deletes it. If you want to rename the bookmark, right click on it with your mouse and select rename.

For further instruction on scanning and creating PDF files, please refer to the following website which provides a brief summary of instructions.

<http://www.uic.edu/depts/accc/workshops/forms.pdf>

#### **DEAN'S OFFICES ONLY**

Because of the quick turn around time needed, it will now be required that the final electronic copy of the dossier be submitted in one PDF file that represents the original paper. These PDF versions must be submitted on a CD and should be organized as one separate file for each candidate.

Please e-mail your questions or comments to Mary Abundo at [uicpt@uic.edu](mailto:uicpt@uic.edu).

05/11

UNIVERSITY OF ILLINOIS AT CHICAGO  
CLINICAL NON-TENURE TRACK  
PROMOTION FORMS  
2011-12

College: \_\_\_\_\_

Department: \_\_\_\_\_ Site (if applicable) \_\_\_\_\_

Candidate: \_\_\_\_\_  
(Last Name) (First) (Middle) (UIN)

PRESENT APPOINTMENT

Rank \_\_\_\_\_ Tenure Code \_\_\_\_\_

Month/Year Appointed/Promoted to Present Rank \_\_\_\_\_

PROPOSED PERSONNEL ACTION

Rank \_\_\_\_\_ Tenure Code \_\_\_\_\_

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**I have read the Promotion Policies and Procedures**

Non-Evaluative Information Is Accurate:

\_\_\_\_\_  
Candidate's typed name

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Date

Papers prepared by \_\_\_\_\_  
Faculty preparer's typed name

\_\_\_\_\_  
Faculty preparer's signature

\_\_\_\_\_  
Date

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ENDORSEMENT

NON-ENDORSEMENT

(COMPLETE FOR APPLICABLE REVIEW LEVELS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Unit Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Regional Dean (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
College Dean or Unit Director

\_\_\_\_\_  
Date

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Final Disposition in Office of the Vice Chancellor for Academic Affairs and Provost

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor for Academic Affairs

## GUIDE TO MATERIALS CONTAINED IN THE DOSSIERS

Cover Sheet	1
(signatures of all individuals including candidate attesting that "non-evaluative information" is correct)	
Academic and Employment Information	4
Summary of Committee Reviews (votes)	5
Statement of College/Unit Norms, Expectation, and Standards of Excellence	6
Description of College Peer Evaluation Process for Clinical Non-Tenure Faculty (include if unit has developed a process)	

### I. Teaching Ability and Performance

- A. Activities
  - 1. Courses Taught
  - 2. Graduate Student Advising and Supervision
  - 3. Undergraduate Advising and Supervision
  - 4. Supervision or direction of Residents, Post-Doctoral Fellows, Research Associates, Visiting Scholar or Technicians
  - 5. Contributions to Instructional Techniques, Software and Teaching Materials and New Courses
- B. Evaluation of Teaching and Related Activities
  - 1. Summary of Student Evaluations of Faculty Teaching
  - 2. Formal Recognition of Teaching Ability
  - 3. Candidate's Statement of Teaching Goals, Approaches and Accomplishments (one-page limit)
- C. Other Significant Teaching Recognition/Achievement Not Covered in the Five-Year Period

### II. Research/Scholarship Ability and Achievement

- A. Honors and Awards Since Receiving Terminal Degree, Invited Colloquia, Other Evidence of Recognition
- B. Professional Licensing
- C. Sponsored Research Activities
- D. Publications, Papers and Other Scientific, Creative or Scholarly Works
  - 1. Publications or Other Creative Work Relevant to the Discipline Dated **Before** Last Personnel Action
  - 2. Publications or Other Creative Work Relevant to the Discipline Dated **Since** Last Personnel Action
  - 3. Work Completed and Accepted for Publication
  - 4. Work in Progress
  - 5. Papers and Poster Sessions Presented at Professional Meetings
  - . Other Scientific, Creative or Scholarly Works
- E. Other Significant Research/Scholarship Recognition/Achievement Not Covered in the Five Year Period
- F. Candidate's Statement of Current and Planned Research, Creative or Scholarly Work (one-page limit)

### III. Service

- A. Administrative Responsibilities
- B. Service to the Department/College
- C. Service to the University
- D. Service Related to Patient Care
- E. Service Related to Students
- F. Service to the Profession/Discipline
- G. Public Service

- H. Other Significant Service Recognition/Achievement Not Covered in the Five Year Period
- I. Candidate's Statement of Current and Planned Service Activities (one-page limit)

**IV. Candidate's Statement of Interdisciplinary Work (Optional; one-page limit)**

**V. Evaluations**

- A. Peer Evaluation of Faculty Teaching
  - Statement of Unit's Policy for the Evaluation of Teaching
  - Copies of Letters of Evaluation
- B. External Letters of Reference
  - 1. List of Referees Contacted
    - a. Those who accepted
    - b. Those who declined
    - c. Those who did not respond.
  - 2. Copy of Letter Requesting Referee's Comments
  - 3. List of materials sent to each reviewer (if not included in sample letter).
  - 4. Referee's Information [Do not list by name in TOC]
    - Referee One
      - Brief Biographical Sketch of Referee
      - Letter from Referee
    - Referee Two
      - Brief Biographical Sketch of Referee
      - Letter from Referee
    - Referee Three
      - Brief Biographical Sketch of Referee
      - Letter from Referee
    - Referee Four
      - Brief Biographical Sketch of Referee
      - Letter from Referee
    - Referee Five
      - Brief Biographical Sketch of Referee
      - Letter from Referee
- C. Letters from Collaborators Solicited by the Unit Executive Officer (if applicable)
- D. Evaluation from Departmental Committee (if applicable)
- E. Evaluation from College P&T Committee (if applicable)
- F.. Evaluation from College Process for Review of Clinical Non-Tenure Faculty (include if unit has developed a process)
- G. Evaluation from Unit Executive Officer
  - (Should address split votes at the department level and should be organized under the following five subheadings)
  - 1. Appraisal of Candidate's Teaching Record
  - 2. Appraisal of Candidate's Contribution to Curriculum and Other Instructional Materials or Products
  - 3. Appraisal of Candidate's Research and Scholarship, Including Contributions (if any) to Collaborative Research
  - 4. Appraisal of Candidate's Service Record
  - 5. Overall Assessment and Justification for Recommendation
- H.. Evaluation from College Dean/Unit Director
  - (Should address split votes at the college level)

**VI. New Information**

**VII. Advice to the Vice Chancellor for Academic Affairs and Provost  
Campus Promotion and Tenure Committee**

**VIII. Justification for Recommendation**

**Vice Chancellor for Academic Affairs and Provost  
Graduate College Dean**

UNIVERSITY OF ILLINOIS AT CHICAGO  
PROMOTION FORMS ACADEMIC AND EMPLOYMENT INFORMATION  
2011-2012

1. Candidate: \_\_\_\_\_
2. Contract History at UIC. Provide a detailed chronological listing that shows any joint or courtesy appointment in another unit. Include summer appointments.

Dept/Unit	Period of Appointment	Tenure Code	Percent of Appointment Rank
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3. Nature of present appointment:
  - a. Percentage of time (total UIC employment)    100%     Other     \_\_\_\_\_ %
  - b. Optional - Official distribution of effort:

Teaching (include clinical): _____%	Research: _____%
Student/Resident Services: _____%	Patient Care: _____%
Public Service: _____%	Administration:    % _____
Other: _____% (specify) _____	

4.
  - a. Highest degree: \_\_\_\_\_
  - b. Year awarded: \_\_\_\_\_
  - c. Institution: \_\_\_\_\_
  - d. Department: \_\_\_\_\_
  - e. Dissertation or thesis title (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List Post-Doctoral appointments:

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6. List professional (e.g., Board) licensing or certifications, with dates. (If pending, give expected date of completion.)

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7. List in chronological order academic, professional, and other relevant positions held **SINCE** the terminal degree and post-doctoral training, with inclusive dates, rank or title, and name of institution. Include information for appointment at UIC and account for gaps in academic career, if pertinent. If necessary, attach extra page(s), numbered sequentially.

Dates	Rank/Title	Institution/Organization

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

College: \_\_\_\_\_

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

Site (if applicable): \_\_\_\_\_

### SUMMARY OF COMMITTEE REVIEWS

Give a figure ("0", if appropriate) in each of the six categories for committee votes.

	Total # of Committee Members	Yes	No	Abstain	Absent	Committee Members Not Eligible to Vote*
Department Review Committee	_____	_____	_____	_____	_____	_____
Date: _____			Chair: _____ (print name)		_____	_____
College/Unit P&T Committee (if separate)	_____	_____	_____	_____	_____	_____
Date: _____			Chair: _____ (print name)		_____	_____
College/Unit Executive Committee	_____	_____	_____	_____	_____	_____
Date: _____			Chair: _____ (print name)		_____	_____
Campus P&T Committee	_____	_____	_____	_____	_____	_____
Date: _____			Chair: _____ (print name)		_____	_____

\* Give a brief explanation for ineligibility to vote:

STATEMENT OF COLLEGE/UNIT NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE.  
INCLUDE STATEMENTS FOR ALL RANKS WITHIN THE CLINICAL NON-TENURE TRACK

DESCRIPTION OF COLLEGE PROCESS USED FOR PEER EVALUATION OF CLINICAL NON-TENURE TRACK FACULTY (If the college has a process, include it below. If not, indicate that the college does not have a separate process).\*

The process for peer evaluation may be at the department of college level.



I. TEACHING ABILITY AND PERFORMANCE - continued

A. ACTIVITIES – continued. In chronological order, list activities for a period not longer than the most recent five years..

2. a. Graduate Student Advising and Supervision.

Name of Student	Beginning and Completion Dates	Degree; Thesis Title; Role (director or committee member)
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2. b. Graduate Student Exam Committee

Academic Year	Number of Committees
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3. Undergraduate Advising and Supervision, including that related to Honors College. (List service and activities related to student organizations in Section III, E.)

Name of Student	Semester and Year	Nature of Advising/Supervision (e.g. independent study; Honors College capstone advising; Honors College Fellow work)
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4. Supervision or direction of Residents, Post-Doctoral Fellows, Research Associates, Visiting Scholar or Technicians (include title, (i.e., resident, etc.) after name).

Name	Title	Beginning and Ending Dates	Nature of Supervision
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5. Direction of Research Associates, Visiting Scholars, and Technicians

6. Contributions to Instructional Techniques, Software and Teaching Materials, including the creation and implementation of new courses.

I. TEACHING ABILITY AND PERFORMANCE - continued

B. EVALUATION OF TEACHING AND RELATED ACTIVITIES

Please provide teaching evaluations for courses listed in 1 A. 1. Courses Taught.

1. Summary of Student Evaluations of Faculty Teaching.\*

\*It is inappropriate to ask current doctoral students supervised by the candidate to write a teaching evaluation for the candidate.

Summarize below the results of student evaluations of the candidate's teaching ability.

**DEPARTMENTS MAY USE AN ALTERNATE FORM FOR SUMMARIZING STUDENT EVALUATIONS; HOWEVER, STUDENT EVALUATIONS MUST BE PRESENTED AS SUMMARIZED DATA.**

Semester/ Term	Course Number	Course Title	*Average Rating + SD	(n/N)
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\*Average of students' ratings of the "Overall Teaching Effectiveness" (or equivalent) of the candidate, on a scale of 5 (Excellent) to 1 (Poor). If the scale is different from 5 to 1, specify the range of the scale. SD = standard deviation; n = number of students who rated the candidate in that course; N = total number of students in that course.

I. TEACHING ABILITY AND PERFORMANCE - continued

B. EVALUATION OF TEACHING AND RELATED ACTIVITIES – continued

In chronological order, please include data for a period not longer than the most recent five years.

2. Formal Recognition of Teaching Ability.

Please indicate nature of and criteria for recognition as well as the dates of awards.

3. Candidate's Statement of Teaching Goals, Approaches and Accomplishments

The candidate should explain his/her philosophy of education, describe the place of teaching in his/her career goals, assess his/her progress toward those goals, and describe his/her plan for future teaching activities. **(Fit on one page; no smaller than 10 pt font).**

C. OTHER SIGNIFICANT TEACHING RECOGNITION/ACHIEVEMENT NOT COVERED IN THE FIVE-YEAR PERIOD.

II. RESEARCH/SCHOLARSHIP ABILITY AND ACHIEVEMENT

A. HONORS AND AWARDS, INVITED COLLOQUIA, OTHER EVIDENCE OF RECOGNITION

(List in chronological order and provide information for a period not longer than the most recent five years.

B. PROFESSIONAL LICENSING



II. RESEARCH/SCHOLARSHIP ABILITY AND ACHIEVEMENT - continued

D. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS

1. Publications or Other Creative Work Relevant to the Discipline, Dated **BEFORE** Last Personnel Action (A personnel action is defined as the initial appointment date, or effective date of most recent promotion or track switch).  
List in chronological order. Include: books, monographs, edited volumes and translations, articles refereed in journals (do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice), other articles (give inclusive page numbers) including bulletins, technical reports, chapters in books, book reviews, creative works (e.g., poetry, composition, exhibitions), patents, or other publications such as notes and comments.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is a certain significance in the order of authors in multi-authored publications in the discipline, please provide a brief summary of the practice.

2. Publications or Other Creative Work Relevant to the Discipline, Dated **SINCE** Last Personnel Action (A personnel action is defined as the initial appointment date, or effective date of most recent promotion or track switch).  
List in chronological order. Include: books, monographs, edited volumes and translations, articles refereed in journals (do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice), other articles (give inclusive page numbers) including bulletins, technical reports, chapters in books, book reviews, creative works (e.g., poetry, composition, exhibitions), patents, or other publications such as notes and comments.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.

3. Work Completed and Accepted for Publication. Do NOT include here provisionally accepted work or work submitted but not yet accepted. List, instead, under D.4. List in chronological order. Include: books, monographs, edited volumes and translations, articles refereed in journals (do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice), other articles (give inclusive page numbers) including bulletins, technical reports, chapters in books, book reviews, creative works (e.g., poetry, composition, exhibitions), patents, or other publications such as notes and comments.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.

II. RESEARCH/SCHOLARSHIP ABILITY AND ACHIEVEMENT -continued

D. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS - continued

4. Work in Progress. Add the designation "**Submitted**" to works presently under review but not yet accepted.

List in chronological order. Include: books, monographs, edited volumes and translations, articles refereed in journals (do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice), other articles (give inclusive page numbers) including bulletins, technical reports, chapters in books, book reviews, creative works (e.g., poetry, composition, exhibitions), patents, or other publications such as notes and comments.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.

5. Papers and Poster Sessions Presented at Professional Meetings, and Other Scientific, Creative or Scholarly Works

In chronological order, list papers and poster sessions presented at professional meetings since last personnel action for a period not longer than five years. Clearly label poster sessions.

6. Other Scientific Contributions, Creative or Scholarly Works

E. OTHER SIGNIFICANT RESEARCH/SCHOLARSHIP RECOGNITION/ACHIEVEMENT NOT COVERED IN THE FIVE-YEAR PERIOD

F. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED RESEARCH, CREATIVE OR SCHOLARLY WORK (**Fit on one page; no smaller than 10 pt font**)

NOTE: Recognize that reviewers later in the process are not disciplinary specialists.

III. SERVICE

A. ADMINISTRATIVE RESPONSIBILITIES

In chronological order, list administrative responsibilities. Please include data for a period not longer than the most recent five years.

B. SERVICE TO THE DEPARTMENT

In chronological order, list service to the department. Please include data for a period not longer than the most recent five years.

C. SERVICE TO THE UNIVERSITY

In chronological order, list service to the Please include data for a period not longer than the most recent five years.

D. SERVICE RELATED TO PATIENT CARE

In chronological order, list service related to patient Please include data for a period not longer than the most recent five years.

E. SERVICE RELATED TO STUDENTS (use this section to present activities related to student organizations, etc.; include student, academic, and research advising in SECTION I - TEACHING ABILITY AND PERFORMANCE)

In chronological order, list service related to students. Please include data for a period not longer than the most recent five years.

F. SERVICE TO THE PROFESSION/DISCIPLINE. Use this section to describe non-university professional activities such as offices held in professional organizations, editorships, and other activities (i.e., grant review activity) from which the candidate gains national or international recognition. (See Part III, "Instructions," Section 5.III. F.)

In chronological order, list service to the professional discipline. Please include data for a period not longer than the most recent five years.

G. PUBLIC SERVICE

In chronological order, list public service. Include data for a period not longer than the most recent five years.

H. OTHER SIGNIFICANT SERVICE RECOGNITION/ACHIEVEMENT NOT COVERED IN THE FIVE-YEAR PERIOD

III. SERVICE (continued)

- I. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED SERVICE ACTIVITIES  
(The candidate should explain how these efforts fit into the department norms and policies. **Fit on one page, no smaller than 10 pt font.**)

IV. CANDIDATE'S STATEMENT OF INTERDISCIPLINARY WORK - OPTIONAL

The candidate should explain the nature of any interdisciplinary work. (**Fit on one page, no smaller than 10 pt font.**)

V. EVALUATIONS

A. PEER EVALUATION OF FACULTY TEACHING

Evaluation of teaching activities may be done by the department executive officer, discipline coordinator, unit director, or by other senior faculty members who are recognized as excellent teachers.

These peer evaluations should address such things as an instructor's ability to present course content and/or skills to students, the appropriate level of difficulty of material presented, relevance of examples, integration of topics, structure of the teaching session, and congruence between course goals and accomplishments.

If confidential letters of evaluation are obtained from former trainees, they can be included in this section.

**Statement of Unit's Policy for the Evaluation of Teaching**  
Explain how this is done and on what schedule.

(INSERT EVALUATIONS FOLLOWING THIS PAGE)

V. EVALUATIONS

B. EXTERNAL LETTERS OF REFERENCE

All replies to requests for an evaluation of the candidate that were received by the department must be included in the candidate's file, even if the reviewer's letter is a simple statement of inability or unwillingness to serve.

1. List of Referees Contacted

a. Those Who Accepted:

b. Those Who Declined:

c. Those Who Did Not Respond:

2. Insert one copy of solicitation letter requesting referee's comments, including one copy (if applicable) of any preliminary e-mail communication inquiring whether the referee is willing to serve. (See sample letter of solicitation included in Part III, "Instructions" Section 7,V.B).

3. List of all materials sent to each reviewer. (May be omitted here, if this information is contained in the sample letter under number 2 above)

V. EVALUATIONS (continued)

B. EXTERNAL LETTERS OF REFERENCE - continued

4. REFEREE'S INFORMATION (FOR EACH REFEREE PROVIDE)

\_\_\_\_\_  
Typed Name of Referee One (Two, Three, etc.)

Brief Biographical Sketch of Referee

How was this referee selected?

Specify referee's relationship to the Candidate. (In fields that are small where acquaintance is not unusual, a statement to this effect should be provided by the department.)

Insert letter from referee on following page(s).

V. EVALUATIONS (continued)

- C. LETTERS FROM COLLABORATORS SOLICITED BY THE DEPARTMENTAL EXECUTIVE OFFICER, (IF APPLICABLE). THE LETTERS SHOULD DOCUMENT THE CONTRIBUTION OF THE CANDIDATE TO THE JOINT WORK WITH THE COLLABORATORS.
- D. EVALUATION FROM DEPARTMENTAL COMMITTEE. IF THERE IS A DISAGREEMENT BETWEEN THE DEPARTMENT P&T COMMITTEE AND THE UNIT EXECUTIVE OFFICER
- E. EVALUATION FROM COLLEGE P&T COMMITTEE, IF THERE IS A DISAGREEMENT BETWEEN THE COLLEGE P&T COMMITTEE AND THE DEAN
- F. EVALUATION FROM COLLEGE'S PROCESS FOR REVIEW OF CLINICAL NON-TENURE FACULTY, IF APPLICABLE. (If the college has a process, include it. If not, indicate that the college does not have a separate process).

V. EVALUATIONS (continued)

G. EVALUATION FROM UNIT EXECUTIVE OFFICER

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

College: \_\_\_\_\_

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

I support the proposed personnel action for the reasons detailed below.

I do not support the proposed personnel action for the reasons detailed below

**JUSTIFICATION FOR RECOMMENDATION**

(Evaluation should address split votes at the department level and should be organized under the following five subheadings.)

1. **Appraisal of Candidate's Teaching Record** (Comment on the candidate's overall teaching ability, including the extent to which the candidate has matured in teaching effectiveness over the time period considered. Justify the assessment.)
2. **Appraisal of Candidate's Contribution to Curriculum and Other Instructional Materials or Products** (Describe and assess the candidate's contributions to curriculum.)
3. **Appraisal of Candidate's Associate Scholarship (as defined by the unit), Including Contributions (if any) to Collaborative Research.**
4. **Appraisal of Candidate's Service Record** (Justify this assessment and attach any supporting documents.)
5. **Appraisal of Candidate's Contributions to His/Her Professional Practice**
6. **Overall Assessment and Justification for Recommendation**

\_\_\_\_\_  
Unit Executive Officer (print name)  
(place name and signature on the last page only)

\_\_\_\_\_  
Unit Executive Officer (signature)

V. EVALUATIONS (continued)

H. EVALUATION FROM COLLEGE DEAN/UNIT DIRECTOR

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

College: \_\_\_\_\_

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

I support the proposed personnel action for the reasons detailed below.

I do not support the proposed personnel action for the reasons detailed below

JUSTIFICATION FOR RECOMMENDATION  
(Evaluations should address split votes at the college committee(s) level)

\_\_\_\_\_  
College Dean/Unit Director (print name)

\_\_\_\_\_  
College Dean/Unit Director (signature)

VI. NEW INFORMATION (For including updates)