PROMOTION CANDIDATE WORKSHEET

Complete, sign and submit this page with your promotion materials.

Candidate Name: _____   Current Rank: _____

Department: _____   Date of Appt.: _____

Earned Academic Degrees: _____

Previous Promotion Dates: _____

Candidate's Signature: _____   Date: _____

Background Material: Please indicate if you release your human resources file to the Promotion Review Committee should they wish to see it.

"Permission is hereby given to the Executive Director of Human Resources to release my official human resources file to individuals involved in the promotion review process."

_____   _____
Candidate's Signature   Date

CANDIDATE – DO NOT WRITE BELOW THIS LINE

RECOMMENDATION SUMMARY

Supervisor:
Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Supervisor's Signature   Date

2nd Level Supervisor, if applicable:
Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
2nd Level Supervisor's Signature   Date

Promotion Review Committee:
Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Promotion Review Committee Chair's Signature   Date

Cabinet Member:
Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Cabinet Member's Signature   Date

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RECOMMENDATION SUMMARY

Supervisor:
   Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Supervisor's Signature   Date

2nd Level Supervisor, if applicable:
   Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
2nd Level Supervisor's Signature   Date

Promotion Review Committee:
   Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Promotion Review Committee Chair's Signature   Date

Cabinet Member:
   Recommends Promotion ☐   Does Not Recommend Promotion ☐

_____   _____
Cabinet Member's Signature   Date

SUMMARY EVALUATION – SUPERVISOR

Candidate Name: _____ **Current Rank:** _____

Department: _____ **Date of Appt.:** _____

Earned Academic Degrees: _____

Previous Promotion Dates: _____

For the level being sought, use the percent shown multiplied by the points.

PROFESSIONAL EFFECTIVENESS

Level II	60%	Excellent	_____	4.0	points
			_____	3.5	
Level III	50%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

A

PROFESSIONAL GROWTH

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	15%	Very Good	_____	3.0	
			_____	2.5	
Level IV	15%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

B

COLLEGIALITY

Level II	15%	Excellent	_____	4.0	points
			_____	3.5	
Level III	30%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

C

PUBLIC/COMMUNITY SERVICE

Level II	5%	Excellent	_____	4.0	points
			_____	3.5	
Level III	5%	Very Good	_____	3.0	
			_____	2.5	
Level IV	5%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

D

A+B+C+D ROUND TO TENTHS

A: _____ **B:** _____ **C:** _____ **D:** _____ **Total Points:** _____

Assistant Professor – requires at least 2.8 points; **Associate Professor** – requires at least 3.0 points; **Professor** – requires at least 3.5 points

_____ ☐ is / ☐ is not recommended for promotion to _____ .

_____ _____
Date   Supervisor's Signature

SUMMARY EVALUATION – PROMOTION REVIEW COMMITTEE

Candidate Name: _____   **Current Rank:** _____

Department: _____   **Date of Appt.:** _____

Earned Academic Degrees: _____

Previous Promotion Dates: _____

For the level being sought, use the percent shown multiplied by the points.

PROFESSIONAL EFFECTIVENESS

Level II	60%	Excellent	_____	4.0	points
			_____	3.5	
Level III	50%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

A

PROFESSIONAL GROWTH

Level II	20%	Excellent	_____	4.0	points
			_____	3.5	
Level III	15%	Very Good	_____	3.0	
			_____	2.5	
Level IV	15%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

B

COLLEGIALITY

Level II	15%	Excellent	_____	4.0	points
			_____	3.5	
Level III	30%	Very Good	_____	3.0	
			_____	2.5	
Level IV	40%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

C

PUBLIC/COMMUNITY SERVICE

Level II	5%	Excellent	_____	4.0	points
			_____	3.5	
Level III	5%	Very Good	_____	3.0	
			_____	2.5	
Level IV	5%	Good	_____	2.0	
			_____	1.5	
		Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % _____ X _____ points = _____

D

A+B+C+D   **ROUND TO TENTHS**

A: _____   **B:** _____   **C:** _____   **D:** _____   **Total Points:** _____

Assistant Professor – requires at least 2.8 points; **Associate Professor** – requires at least 3.0 points; **Professor** – requires at least 3.5 points

_____ ☐ is / ☐ is not recommended for promotion to _____ .

_____
Date

_____
Promotion Review Committee Chair's Signature