

Faculty Review Committee Report
Formal Review

Evaluation and Recommendation Regarding Reappointment or Promotion of
Career-line, Adjunct, and Visiting Faculty

Faculty member being evaluated

Date of evaluation

Members of DRC Committee preparing this Report

Category of faculty member being evaluated:

Career-line (select one: Clinical or Lecturer)
Adjunct
Visiting

Rank of faculty member being evaluated:

Instructor Assistant Professor Associate Professor Professor

Contents of the File (check all that apply)

- CV
- Syllabi for courses taught since appointment or since last reappointment review or initial appointment.
- Personal Statement
- Student course evaluations since appointment or last reappointment review
- Summary of employment responsibilities as outlined in contract (teaching load, service expectations, and/or research expectations)
- Prior Informal Review Reports, Review Committee Reports, and candidate responses since the last Formal Review or initial appointment.
- Other

Recommendation:

(Note: if the recommendation is for *Reappointment with plan for improvement*, then the reappointment recommendation should be for a 1-year appointment rather than a multi-year appointment.)

Reappointment Reappointment with plan for improvement Non-reappointment

Recommendation regarding reappointment:

1 year 2 years 3 years 4 years 5 years

Recommendation regarding Promotion (if applicable):

Yes (Promote) No

Written Report:

This short report should: 1) summarize the evidence considered; 2) state how the evidence considered satisfies or fails to satisfy the applicable standard; 3) make recommendations for rating the candidate in all applicable areas of evaluation (e.g., Excellent,

Very Good, Effective, or Not Effective); and 4) give the reason for the committee's recommendations. Include a discussion of any particularly strong elements of the file, as well as any areas that might need attention from the candidate, the Department Chair/School Director, or the Department/School as a whole. The written comments should make clear how and why particular elements of the file support the recommendation. (Generally 1/2 to 1 page of written comments are sufficient.)

A large, empty rectangular box with a thin black border, occupying the lower two-thirds of the page. It is intended for the user to write their written comments as instructed in the text above.