

# Faculty Personnel Policy

## Post-Unit Personnel Meeting Faculty Comment Form

Faculty Candidate: \_\_\_\_\_ Evaluation for: **Promotion to Professor**

University policy relevant to the faculty personnel process may be found in sections 2.5 through 2.10 of the Administrative Manual, Chapter 4, Section 2 (Faculty Personnel Policies). Please prepare written comments for the criteria noted below and submit the form to your Unit Head. Address the quality, quantity, and appropriateness of each criterion and the basis for your judgment. Note (in section 2.5) that the guidelines for evaluation of the criteria are different for each rank. This comment form will be used to develop the Unit Recommendation. All signed comment forms, along with the Unit Recommendation, will be transmitted to the Dean. All regular faculty, including the candidate, are entitled to fill out this form.

1. Evaluation criteria:

a. Effective teaching performance. **Consistent teaching excellence.** This includes, but is not limited to, knowledge of the field taught, classroom and tutorial performance, communication skills, human relations skills, evaluation skills, curricular development, and performance as an academic advisor.

Comments:

b. Professional achievement in the area of responsibility. **Acknowledged professional recognition.** This includes, but is not limited to, professional research, creative activities, scholarly writing, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations.

Comments:

c. Unit and University service. **Vital contributions** to the Unit and University. This includes, but is not limited to, committee work, curriculum development, proposal writing and special assignments.

Comments:

d. Community service. **Vital contributions** to the community. Including but not limited to membership, participation, and leadership in community organizations.

Comments:

2. Other comments?

\_\_\_\_\_ I was present for the unit meeting and vote.

\_\_\_\_\_ I was not present for the unit meeting and vote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required)

Name (please print): \_\_\_\_\_

**Please return to your Unit Head by \_\_\_\_\_.**

**This signed Comment Form, along with the Unit Recommendation,  
will be transmitted to the Dean.**