

ACADEMIC REVIEW COMMITTEE Evaluation Form

Name of Candidate _____

Program _____

	Effective date(s)	Rank
Recommendation for: () Appointment	_____	_____
() Reappointment	_____	_____
() Nonreappointment	_____	_____
() Promotion	_____	To _____
() Tenure	_____	_____
() Tenure (Early)	_____	_____
() Other	_____	_____

Executive Committee Vote: Number for () Number against () Abstentions ()

Initial appointment: Date _____ Rank _____

Reappointments: _____

Current appointment: Date _____ Rank _____

1. Chief Librarian Statement Please include a statement from the Chief Librarian (next page or on a separate sheet) providing the justification for the action recommended. In cases of reappointment, promotion, and tenure, the statement should include a discussion of the candidate's accomplishments in areas that contribute to the educational and research mission of the institution, such as reference service, collection development, and bibliographic organization and control. Also, evidence of contributions to the profession may be cited.

2. Letters of Evaluation: The letters of evaluation (a minimum of three in cases of appointment or promotion; **four** in cases of tenure) may come from colleagues on the Library faculty, from members of the academic community outside the Library, and/or from professional colleagues outside the institution. Additional evaluation letters beyond the minimum number may be included. The evaluators should be identified briefly on a separate sheet, with notice as to which evaluators were selected independently (i.e., other than recommended by the candidate). In promotion and tenure cases, at least one of the evaluators must be selected independently. All letters should contain a statement as to how the candidate is known to the evaluator. See the Provost's Office website for additional information.

3. Curriculum Vitae: The candidate's up-to-date curriculum vitae should be attached, and an asterisk should be placed beside the title of each non-refereed publication.

4. Submission of Materials: **This form is meant to be completed online. Where a signature is requested please type in the full name. The saved Evaluation Form and supporting materials should be uploaded to the Academic Review Committee [secure online drop-box](#). Instructions for uploading the materials are provided within the link. In addition, forward one (1) original hard copy of the full set of materials to the Provost's Office. Please consult the Provost's Office regarding preparation before uploading and forwarding materials.**

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Evaluation Form

Statement regarding the candidate

Signature of Chief Librarian _____ Rank _____

Program _____

11/2013