*Note: This form is not to be used for Non-Tenure-Track Faculty, Post-Tenure Review or Tenure and/or Promotion.*

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate: |  | Rank: |  |
|  |  |  |  |
| Department: |  |  |  |

|  |  |
| --- | --- |
| Period of Review: |  |

From date of last review until and including current year

Per Section 7.6.2.2.2. of the CBA - *Unless they are on leave, all tenured faculty (except the chair) are expected to submit an individual written assessment of the dossier and to assess whether the candidate is progressing or not progressing toward tenure. Tenured faculty on leave may, but are not required to, submit an individual written assessment of the dossier and assess whether the candidate is progressing or not progressing toward tenure. Probationary faculty, non-tenure-track faculty, and staff do not submit an assessment of the candidate’s progress.*

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluator: |  | Rank: |  |
|  |  |  |  |
| Department: |  |  |  |

The candidate is to be evaluated according to the standards as defined in the Department Addendum to the College Operating Procedures and Evaluation Plan. Please review the appropriate [COPEP Department Addendum](#Dept_Addenda). Evaluations should be based on whether or not the candidate is on an appropriate trajectory toward meeting requirements for tenure and promotion.

|  |  |  |
| --- | --- | --- |
|  | Below Trajectory  | On or Above Trajectory  |
| Teaching: | [ ]  | [ ]  |
| Research/Scholarship: | [ ]  | [ ]  |
| Service: | [ ]  | [ ]  |

Overall Recommendation:

**[ ]** The candidate is progressing towards tenure.

[ ]  The candidate is NOT progressing towards tenure.

**A letter with specific detail that justifies the ranking and recommendation must be submitted with this form.**

**Signature of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The candidate is to be evaluated according to the standards as defined in the Department Addendum to the College Operating Procedures and Evaluation Plan. Please review the COPEP Department Addendum selected by the candidate and included in the dossier.

Written evaluations of probationary faculty indicate whether the candidate is on an appropriate trajectory toward meeting the requirements for tenure. They do not, directly, indicate whether or not a candidate has already met such requirements, nor should they make a recommendation on whether or not a candidate is ready to apply for promotion and/or tenure.

Please comment on the candidate’s progress towards meeting expectations for tenure in the categories of teaching, scholarship and service. An evaluation during any given year should focus on the year of review, but in the context of the candidate’s overall trajectory toward promotion and tenure. Separate and clear statements on the total body of work can also be provided. Significant achievements and deficiencies should be addressed in written comments. If deficiencies are listed, the written evaluation should include recommendations for remedies. Stipulations for improvement should also be clearly indicated.

*Justification Letter for: Candidate*