[CANDIDATE NAME] PROMOTION TO TEACHING PROFESSOR

DEPARTMENT MEETING REPORT

Date/Time

Faculty Present

[please list names]

Overall Recommendation of Department (please mark only one)

 Highly Recommend

 Recommend

 Do Not Recommend

Results of Confidential Ballot (please indicate the number, but not the names, of faculty voting for each option)

 Highly Recommend

 Recommend

 Do Not Recommend

Teaching

[Summarize the major points raised in the discussion of the candidate’s teaching.]

Professional Activity

[Summarize the major points raised in the discussion of the candidate’s professional activity.]

Service

[Summarize the major points raised in the discussion of the candidate’s service.]

[CANDIDATE NAME] PROMOTION TO SENIOR LECTURER

DEPARTMENT MEETING REPORT – SIGNATURE PAGE

Date/Time

Faculty who participated in the meeting to discuss the strengths and weaknesses of the candidate and who vote are asked to review the summary of the major points brought up in the department discussion and to sign this sheet acknowledging the accuracy of the report.