Form P18

PROMOTION COVER SHEET

Faculty Member's Name

Rank

College

Department/Unit

1. It has been determined that the faculty member meets the criteria for consideration for promotion.

2. Evaluation by departmental/unit faculty: Out of a total of \_\_\_\_ qualified departmental/unit peers, \_\_\_\_ peers have submitted recommendations as follows (show total for each category).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting  Category | Promote | Do Not  Promote | Not  Voting | Date and Initials of Committee  Chairperson |
| Faculty |  |  |  |  |

The vote of the departmental/unit faculty shall be interpreted as follows: A majority vote for the option to promote or not to promote is required for either of the options to be presented as the recommendation of the faculty. Majority is to be determined by the majority of the qualified departmental/unit peers, not the majority of those voting.

3. Profile of recommendations at all levels (spaces provided on the right to be dated and initialed at each level):

|  |  |  |  |
| --- | --- | --- | --- |
| Recommendation Category | Promote | Do Not  Promote | Date and  Initials |
| Departmental/Unit Chairperson |  |  |  |
| College Dean |  |  |  |
| Provost and Vice President for Academic  Affairs |  |  |  |
| President |  |  |  |

Enclosures (in order): Form P1, Form P2, Form P3, Forms P4, and P5 for each year since the faculty member was employed (maximum of four years), student evaluations (using an approved University instrument) for at least one term each year (in all classes) for each of the previous

four years or since initial appointment, whichever is the shorter period, and grade distributions (showing the course average against the students' average) for the terms in which the submitted student evaluations were conducted, and, if available, letters from departmental/unit peers, letter from the departmental/unit chairperson, letter from the administrator to whom the faculty member immediately reports, if not the departmental/unit chairperson, letter(s) from advisees, and from individuals from outside the department/unit if used in the promotion evaluation. The dossier organization should follow the Promotion Dossier Checklist.

*\*Complete list of peers qualified to vote must be attached.*