TO BE COMPLETED BY THE
DEPARTMENT CHAIR (NCE, CSLA or CCS) or DEAN (CoAD or SoM)
AND REVIEWED BY
THE DEPARTMENT (NCE, CSLA or CCS) or SCHOOL (NJSoA or SoM)
PROMOTION AND TENURE COMMITTEE
(Submit only two pages maximum)

NAME:_____________________________DEPARTMENT:__________________________

PRESENT RANK:_______________ PROPOSED RANK OR TENURE:_________________

1. Department Recommendation (attach any minority recommendations):
   Number favoring recommendation______ Number not favoring recommendation _______
   Number of abstentions_______________ Number of absences_____________________
   Conditions (if any) _______________________________________________________
   Priority__________ of__________ Chair’s or Dean’s vote_________________________
   Chair’s or Dean’s signature__________________________ Date ___________________

   University Committee Recommendation_____________________________________

   Final Disposition__________________________________________________________

2. Provide a statement of the criteria for promotion and/or tenure that has been applied in the
departmental evaluation, consistent with the discipline represented in the department or
school, and with the general university criteria specified in the Faculty Handbook. In
particular, provide criteria concerning a) teaching effectiveness, b) accomplishment, c)
relevance, and d) evaluation.

3. Explain how the candidate meets the minimum requirements for promotion and/tenure as
described in the applicable sections of the Faculty Handbook and the Provost’s
memorandum dated September 1, 2007. Describe specifically the candidate’s past
contributions to the department or school and to the university.

4. Explain in what specific ways the candidate is expected to contribute to the long range
goals of the department or school and the University?