**DEPARTMENT/ACADEMIC UNIT P&T COMMITTEE FORM**

**TO BE COMPLETED BY THE**

**CHAIRPERSON OF THE DEPARTMENT/ACADEMIC UNIT**

**PROMOTION & TENURE COMMITTEE**

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson’s vote\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. 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.
2. Explain how the candidate meets the requirements for promotion and/tenure as described in the applicable sections of the Faculty Handbook. Describe specifically the candidate’s past contributions to the department or school and to the university.
3. Explain in what specific ways the candidate is expected to contribute to the long range goals of the department or school and the University?

*Note: All Promotion & Tenure materials must be submitted* ***electronically*** *to ko86@njit.edu. A shared Google drive is preferred.*