

[**DIVISION COMMITTEE INDIVIDUAL RECOMMENDATION FORM**](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-4134/2321-002%2Bupdated%2B10-08.doc)

**To be used by Division Committee Members**

Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Applying For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Promotion (or Hiring) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Supervisor Evaluations**: (must be “4” or “5” for all three years)

***Note****:* ***Evaluations from current academic year are not to be included.***

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Rating\_\_\_\_\_\_\_\_\_\_\_

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Rating\_\_\_\_\_\_\_\_\_\_\_

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Rating\_\_\_\_\_\_\_\_\_\_\_

**II. Preliminary Evaluation Agreements** (check ‘yes’ or ‘no’ if included in packet)

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No
Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No
*If Applicable:*
Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

**III. Teaching and Related Activities/ Academic Support** (**All Applicants)**

***Minimum number of instances* for at least three of the five preceding** **applicable academic years:

Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the documentation indicate annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank and relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms?* Documentation for other accomplishments and contributions *may* also be included. ***Note****:* ***Evaluations from current academic year are not to be included.***

**\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No**

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 **IV. Service to Students, Department, Division, and College (All Applicants)**

***Minimum number of instances* for at least three of the five preceding applicable academic years, *which includes at least 1 instance at the college-wide level:*
Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms?* Documentation for other accomplishments and contributions *may* also be included. ***Note****:* ***Evaluations from current academic year are not to be included.***

**\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No**

**V. Professional Service and Development (All Applicants)**

***Minimum number of instances* for at least three of the five preceding applicable academic years:**

**Assistant Professor - 2 instances; Associate Professor – 6 instances; Professor—6 instances**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the documentation indicate annual participation in professional service and/or development activities according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? Documentation for other accomplishments and contributions *may* also be included. ***Note****:* ***Evaluations from current academic year are not to be included.***

 **\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No**

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**VI. Leadership and/or Sharing of Experience (for Rank of Professor only)**

 ***Minimum of 3 instances* for at least three of the five preceding applicable academic years:**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year (\_\_\_\_\_\_ - \_\_\_\_\_\_\_) Instance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions *may* also be included.***Note****:* ***Evaluations from current academic year are not to be included.***

**\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No**

If the portfolio satisfactorily **meets all of the above criteria**, the applicant is eligible for promotion to the desired rank. Please indicate whether you agree that the requirements for promotion to the next rank have been met according to the documentation in this portfolio.

Signature of Committee Member Date

If the criteria for any one of the above categories **have NOT been satisfactorily met**, or if the documentation for that category is insufficient, the applicant is NOT eligible for promotion at this time. If such is the case, please indicate reason or reasons for denying promotion:

Signature of Committee Member Date

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