



DIVISION COMMITTEE INDIVIDUAL RECOMMENDATION FORM
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 "4.5," 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. Faculty Professional Growth Forms (or Preliminary Evaluation Agreements for academic years prior to 2023-2024) (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 Direct Instructional Activities (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 Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note: Evaluations from current academic year are not to be included.**

☐

Yes

☐

No

**IV. Service to Students, Department, Division, College, or Community
(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, departments, division, and the College, and the community, according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? 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 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: _____

Academic Year (____ - ____) Instance: _____

Academic Year (____ - ____) Instance: _____

Academic Year (____ - ____) Instance: _____

Comments:

Does the documentation indicate annual participation in professional development activities according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note: Evaluations from current academic year are not to be included.**

☐

Yes

☐

No

VI. Leadership (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 according to the criteria specified for this rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note: Evaluations from current academic year are not to be included.**

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Yes

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No

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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 _____