San Jose State University
Promotion Recommendation Form
2016-2017

Note: This form is for promotion-only candidates electing to be reviewed under the standards and criteria of University Policy S15-8

Name ______________________________________ Rank: _____________________
Department ________________________________ College __________________________
Number of completed years in rank ___________ Requesting early promotion? ______

**Department/School/Division Committee:**

**Votes on Academic Assignment:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain ___ Absent

**Votes on Scholarly/Creative/Professional Achievement:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain ___ Absent

**Votes on Service:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain ___ Absent

Signed: ____________________________________ Date: _______________
Chair of committee

N.B.: Department Committee **must** attach statement providing assessment of candidate’s levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/Professional Activity, and Service.)

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**Department Chair/School Director** (if not on committee):

**Recommendation on Academic Assignment:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain

**Recommendation on Scholarly/Creative/Professional Achievement:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain

**Recommendation on Service:**

- Unsatisfactory ___ Baseline ___ Good ___ Excellent ___ Abstain

Signed: ____________________________________ Date: _______________

N.B.: *If not a member of the Committee, the Department Chair **must** attach statement providing assessment of candidate’s levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/Professional Activity, and Service.)*
College RTP Committee:

Votes on Academic Assignment:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Votes on Scholarly/Creative/ Professional Achievement:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Votes on Service:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Signed: ____________________________________   Date: _______________
Chair of committee

N.B.: College Committee must attach statement providing assessment of candidate’s levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/Professional Activity, and Service.)

College Dean:

Recommendation on Academic Assignment:
____Unsatisfactory  ____Baseline  _____Good _____Excellent

Recommendation on Scholarly/Creative/ Professional Achievement:
____Unsatisfactory  ____Baseline  _____Good _____Excellent

Recommendation on Service:
____Unsatisfactory  ____Baseline  _____Good _____Excellent

Signed: ____________________________________   Date: _______________

N.B. College Dean must attach statement providing assessment of candidate’s levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/Professional Activity, and Service.)

University RTP Committee:

Votes on Academic Assignment:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Votes on Scholarly/Creative/ Professional Achievement:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Votes on Service:
____Unsatisfactory  ____Baseline  _____Good _____Excellent ____Abstentions  _____Absent

Signed: ____________________________________   Date: _______________
Chair of committee

N.B.: University Committee must attach statement providing assessment of candidate’s levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/Professional Activity, and Service.)
University policy S15-8 establishes the following standards for awarding promotion:

**For tenure and promotion at the regular time:**
- Excellent in either teaching or scholarship and at least Baseline in the other 2; **OR**
- Good in any 2 categories and at least Baseline in the 3rd

**For early tenure and promotion:**
- Excellent in 2 categories and at least Baseline in the 3rd

**For promotion to full at the regular time:**
- At least Excellent in 2 categories and at least Baseline in the 3rd; **OR**
- At least Excellent in 1 category and at least Good in the other 2

**For early promotion to full:**
- At least Excellent in 2 categories and at least Good in the 3rd
Promotion Form

_________________________________________
Candidate’s Name

Department/ School/ Division Evaluation

Instruction: The Department/ School/ Division Committee should attach here its evaluation of the faculty member’s achievement and activity since date of appointment to probationary service or since last promotion. The statement should not summarize the candidate’s activity, but express the committee’s judgment of its quality and significance. The evaluation statement should address the criteria and standards in the university RTP policy and clearly state the reason for the committee’s recommendation, including reasons for dissenting votes.

Signature of Department/School/Division Committee

Members:

__________________________________  ___________

__________________________________  ___________

__________________________________  ___________

__________________________________  ___________

__________________________________  ___________

__________________________________  ___________

Signature of Faculty Member:

I have read the Department/School/Division summary and evaluation, and the chair’s/director’s/division head’s letter, if any. My signature indicates neither agreement nor disagreement with the statements made.

__________________________________  ___________

Signature  Date