

**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.)*

**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.)*

**Provost:**

**Decision on Academic Assignment:**

\_\_\_\_ Unsatisfactory \_\_\_\_ Baseline \_\_\_\_ Good \_\_\_\_ Excellent

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

\_\_\_\_ Unsatisfactory \_\_\_\_ Baseline \_\_\_\_ Good \_\_\_\_ Excellent

**Decision on Service:**

\_\_\_\_ Unsatisfactory \_\_\_\_ Baseline \_\_\_\_ Good \_\_\_\_ Excellent

**Final decision of Provost: Promote \_\_\_\_\_ Do Not Promote \_\_\_\_\_**

Signed: \_\_\_\_\_ date: \_\_\_\_\_

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 3<sup>rd</sup>

For early tenure and promotion:

- Excellent in 2 categories and at least Baseline in the 3<sup>rd</sup>

For promotion to full at the regular time:

- At least Excellent in 2 categories and at least Baseline in the 3<sup>rd</sup>; **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 3<sup>rd</sup>

Promotion Form

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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:

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Signature – Committee Chair	Date
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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.

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Signature	Date