COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW

DEPARTMENTAL RECOMMENDATION							
[Action] for [Candidate]							
In the Department of []							
Department Meeting Date:	Date Letter prepared:			Date(s) Revised:			
PRESENT STATUS (include current full title with step including o/s if applicable. Include other titles being reviewed if							
applicable.							
Rank & Step:	Years at Rank:			Years at Step:			
DEPARTMENTAL RECOMMENDATION (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate "Against" or "No Change".							
For/Against/No Change - Rank & Step:							
VOTE(S) (Multiple ranks and steps may be proposed in which case all votes must be recorded unless vote for the highest step is unanimous. Add/delete sections as needed. Include reasons for minority votes in narrative below.)							
Rank & Step	#Eligible	For	Against	Abstain	Not Voting/Unavailable		
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable		
Rank & Step	#Eligible	For	Against	Abstain	Not Voting/Unavailable		
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable		
DEAN'S RECOMMENDATION (Deans may not simply concur in accelerated merit cases or in merit recommendations where there is a split departmental vote, or where there is not a clear majority (i.e. a +2-3 vote).							
Concur with Departmental Recommendation. Dean's approval:							
Date:							
During the review period, Sabbatical Leave Reports (APM 740-97) are: Not Due □ On file and available upon request □ Not on file (include explanation) □ N/A □ During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken: Yes □ Start Date: End Date: No □							

COMPLETE FOR QUINQ	UENNIAL						
DEPARTMENTAL RECOMMENDATION							
Quinquennial Review for [Candidate]							
	In the Department of []					
Department Meeting Date:	Date Letter prepared:	Date(s) Revised:					
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.							
Rank & Step:	Years at Rank:	Years at Step:					
DEPARTMENTAL RECOMMENDATION (Majority vote. Put a checkmark on the outcome. For equally split decisions, check all that apply.)							
Satisfactory Satisfactory with Qualifications Unsatisfactory							
*VOTE(S): (Include minority votes in narrative below.)							
· ·	•	Unsatisfactory Abstain Not Voting/Unavailable Unsatisfactory Abstain Not Voting/Unavailable					
During the review period, Sabbatical Leave Reports (APM 740-97) are: Not Due □ On file and available upon request □ Not on file (include explanation) □ N/A □ During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken: Yes □ Start Date: No □							

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