

**EVALUATION AND RECOMMENDATION FOR RENEWAL, TENURE,
PROMOTION OR PROFESSIONAL ASSESSMENT FOR LIBRARIANS**

For each category of evaluation and recommendation, one (1) original signed by the DEC and faculty member evaluated and two (2) copies of the signed original.

I. DATA:

Faculty Member	<input type="text"/>	Date	_____
Department	<input type="text"/>		
Professional Assessment:	<input type="checkbox"/> Years of Service at CCSU		<input type="text"/>
Promotion:	<input type="checkbox"/> Years of Service at CCSU and at other universities		<input type="text"/>
Renewals:	<input type="checkbox"/> Years of Service at CCSU		<input type="text"/>
Tenure:	<input type="checkbox"/> Years at CCSU and credited years granted at initial appointment		<input type="text"/>
Present Rank	<input type="text"/>	Years at Present Rank	<input type="text"/>
Requested Rank	<input type="text"/>		

Type of recommendation:	<input type="checkbox"/> Renewal	Type of Evaluation:	<input type="checkbox"/> Annual (for non-tenured faculty)
	<input type="checkbox"/> Promotion		<input type="checkbox"/> Professional Assessment (Sexennial for tenured faculty)
	<input type="checkbox"/> Tenure		
Eligibility for Promotion:	<input type="checkbox"/> Appropriate degree and specified years in rank		
	<input type="checkbox"/> 10 years in current rank (Article 5.3.6)		
	<input type="checkbox"/> Substantially comparable credentials and/or experience (Article 5.3.5)		

II. EVALUATION INSTRUCTIONS (Article 8.3.1)

The criterion for evaluating and recommending full-time members shall be the quality of activity, including keeping current in one's field, within each of the categories listed below, weighed in the order listed:

1. Load credit activity – Professional effectiveness in providing Library Services.
2. Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
3. Productive service to the department and university.
4. Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.
5. Years in rank.
6. Record of any disciplinary action in the member's personnel file at the time of the evaluation.

III. EVALUATION NARRATIVE: COMPLETE FOR ALL EVALUATIONS AND RECOMMENDATIONS. In the Evaluation Narrative, address each of the categories listed in Section II of this form. The fifth category, years in rank, applies only to the promotion recommendation.

See attached

IV. RECOMMENDATION (For Renewal, Tenure and/or Promotion)

Departmental Evaluation Committee: (Please type names and
sign at right)

Date

_____	_____
_____	_____
_____	_____
_____	_____

Faculty Member Acknowledges Receipt of this
Evaluation:

_____	_____
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Within five (5) working days, the faculty member evaluated may append comments which will be attached to this report.

Reviewed by _____

(Name/Title)

Reviewed by _____

(Provost)

