

PLEASE COMPLETE IN DUPLICATE

THE CATHOLIC UNIVERSITY OF AMERICA
WASHINGTON, DC 20064

Recommendation for Faculty Promotion

SECTION I
APPLICATION

To be completed by the Applicant

Name Proposed Rank

School Department

Number of Years in Present Rank

Courses taught since appointment to present rank

Course Number	Course Title	Credit Hours

Describe any special instructional efforts (e.g. course development, curricular planning)

Number of dissertations/theses directed/read since appointment to present rank

Level	Directed		Read	
	Completed	In Progress	Completed	In Progress
Doctoral				
Masters/Licentiate				

Membership and Offices in Learned or Professional Societies.

Awards and other distinctions.

Describe committees on which you have served and other service to the department, school and university (attach additional sheets if more space is needed).

Publications/Professional Products: (List all publications/products submitted with this application, giving complete reference data. Assign a number to each and affix this number to the reprint or copy of the publications or description of the products submitted with the application.)

Date

Signature of Candidate

Appraisal of Publication/Product. [State briefly the nature of contribution of each . Attach reviews or critiques (not abstracts), if applicable. Duplicate this page as necessary]

Publication No. Title

Author(s)

Published in/by

Candidate's Appraisal of Contribution:



Evaluation:

Department Chair:

Signature of Department Chair

School Committee on Appointments and Promotions:

Signature of Committee Chair

4. Overall Assessment of the Candidate:

Outstanding ____ Above Average ____ Average ____ Below Average ____ Poor ____

5. For appointment to the rank of Ordinary Professor, list below the names and affiliations of persons outside the University who have attested to the scholarly or professional reputation of the candidate. Attach to this application correspondence associated with outside evaluation of the candidate.

Name	Institution

Evaluation Completed by

--

Signature

Date

SECTION III
RECORD OF VOTES

Note 1: Each reviewing body must keep minutes and other pertinent records arising from its deliberations. If the decision is negative, the minutes must include factors considered in the discussion. In the interest of expediting the process the minutes are not ordinarily forwarded to the next reviewing body but, if requested, the pertinent sections of the minutes must be made available. (*Faculty Handbook, Part II-C-3, .074*).

Note 2: The votes of Ordinary Professors in departmental and school reviews are taken concurrently with those of all Senior Faculty but are recorded separately. For this purpose, Ordinary Professors who wish to have their vote recorded separately shall designate their rank on the ballots. (*Faculty Handbook, Part II-C-3, .073*).

I. Department (Departmentalized Schools Only):

- Senior Faculty For: ____ Against: ____ Abstain: ____
- Ordinary Professors For: ____ Against: ____ Abstain: ____
(Must be recorded anytime an Ordinary Professor designates her or his rank on a ballot)

I endorse the proposed promotion

I do not endorse

Signature of Department Chair/ Date

II. School

- Committee on Appointments and Promotion For: ____ Against: ____ Abstain: ____
- Senior Faculty For: ____ Against: ____ Abstain: ____

- Ordinary Professors For: ____ Against: ____ Abstain: ____
(Must be recorded anytime an Ordinary Professor designates her or his rank on a ballot)

I endorse the proposed promotion

I do not endorse

Signature of Dean /Date

III. Academic Senate

- Committee on Appointments and Promotion For: ____ Against: ____ Abstain: ____

- Academic Senate For: ____ Against: ____ Abstain: ____

Signature of Vice Provost /Date

IV. President

- Approve ____ Disapprove ____

President/ Provost /Date