

PLEASE COMPLETE IN DUPLICATE

THE CATHOLIC UNIVERSITY OF AMERICA  
WASHINGTON, DC 20064

Recommendation for Term Reappointment

SECTION I  
APPLICATION

To be completed by the Applicant

Name  Rank

School  Date of First Appointment

Department  Date Probationary Period Ends

Effective Date of Proposed Reappointment

Courses taught during the last two years

Course Number	Course Title	Credit Hours

Number of dissertations/theses directed/read during the last two years

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

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

Membership and Offices in Learned or Professional Societies.

Awards and other distinctions.

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

Publications/Professional Products: (List all publications/products since date of first appointment, including work in progress)

Date

Signature of Candidate



4. Overall Assessment of the Candidate:

Outstanding \_\_\_\_ Above Average \_\_\_\_ Average \_\_\_\_ Below Average \_\_\_\_ Poor \_\_\_\_

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. Action by the Faculty** (Department or School, if not departmentalized):

- Tenured 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 appointment contained herein.

I do not endorse

Signature of Department Chair or Dean/ Date

**II. Action by the School**

- Committee on Appointments and Promotion For: \_\_\_\_ Against: \_\_\_\_ Abstain: \_\_\_\_

I endorse  the appointment contained herein.

I do not endorse

Signature of Dean /Date

**Please forward form directly to the Office of the Provost**

**III. Action by the President**

- Approve \_\_\_\_ Disapprove \_\_\_\_

President/ Provost /Date