

APPENDIX E-7

Recommendation Sheet: Probationary Faculty

Evaluee _____ Department/Area: _____
(please print)

Probationary Status: _____ Academic Year: _____

First Academic Year Third Academic Year

Second Academic Year Fourth Academic Year Year Review completed (date): _____

The Tenure Review Committee makes the following recommendation(s):

- 1. Offer second contract for the following academic year (applies only to employee working under first contract).
- 2. Offer third contract for the following two academic years (applies only to employee working under second contract). If second year evaluation overall rating is satisfactory, please indicate:
 - 3rd Year Evaluation will be conducted
 - 3rd Year Evaluation will not be conducted
- 3. Third-year review completed (applies only to employee working under third contract and completing third year).
- 4. Recommend tenure.
- 5. If there is an overall rating of "Needs Improvement" in the 4th academic year or "Unsatisfactory" in the 1st, 2nd or 4th academic year, a Notice of Non-Renewal will be recommended.

Tenure Review Committee: _____
Signature

Signature

Signature

Signature

Note: The evaluee may respond in writing to the evaluation by submitting a written response within five (5) working days following the date the evaluee receives the evaluation. Such response shall become a part of the evaluation report and be placed in the evaluee's personnel file.

Received by: _____
Evaluee Signature

Date of the Annual Evaluation Conference: _____