



Idaho State University

Department Promotion and Tenure Committee Reporting Instructions

As part of this document, the Department Promotion and Tenure Committee should include a narrative to support the evaluation. This narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.

This narrative should also address the following questions.

- Are the candidate's competencies in keeping with the long-range goals of the Department and the University missions? Explain.
- Has the candidate demonstrated the capability to work responsibly and knowledgeably toward the goals of the Department and the University? Explain.

Where a split evaluation exists, the committee should provide Majority and Minority Reports. "Minority Reports" are defined as voluntary written statements submitted by committee members indicating reasons for dissenting from the recommendation of the majority of the committee.

For **tenure** applications, it may be useful to include a summary of all annual evaluations for the pre-tenure period. For post-tenure **promotion** applications, it may be useful to include a summary of all annual evaluations for each year since the most recent promotion.

Narrative and Signatures (Majority Report)

Minority Report and Signatures (if relevant)

COMPLETE THIS SECTION FOR TENURE RECOMMENDATION

TENURE RECOMMENDATION

Vote of the Department Committee

Grant _____

Deny _____

Abstain _____

Absent _____

Ineligible _____

I certify that the above accurately represents the balloting of the Committee.

Department committee chair: Signature: _____

COMPLETE THIS SECTION FOR PROMOTION RECOMMENDATION

PROMOTION RECOMMENDATION

Vote of the Department Committee

Grant _____

Deny _____

Abstain _____

Absent _____

Ineligible _____

I certify that the above accurately represents the balloting of the Committee.

Department committee chair: Signature: _____

Committee Signatures

Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee member:	Signature: _____
Committee chair:	Signature: _____