HAMILTON COLLEGE

ANNUAL REVIEW OF TENURED FACULTY MEMBER

Due to the Dean of Faculty by April 1 Calendar Year: \_\_\_\_\_\_\_\_

| **Name of faculty member:** |  |
| --- | --- |
| **Department:** |  |
| **Date of hire:** |  |
| **Year of tenure:** |  |
| **Indicate current academic year leave activity:**  **(e.g., sabbatical, directing an off-campus study program, etc.)** |  |
| **Eligible for promotion (or promoted to full professor) in:** |  |

Department Chair (or most senior member reviewing chair): Please give evaluation below.

# Teaching:

1. **Scholarship/Creative Activity:**
2. **Service:**
3. **What specific steps should be taken to make the most of the faculty member’s contribution to the department mission over the next few years?**
4. **(For faculty members below rank of Professor) What does this faculty member need to accomplish in order to advance his or her candidacy for promotion? Address progress specifically in regard to the Department’s guidelines for promotion.**

Chair Date

*Voting members for promotion review should also sign this review to indicate that they have seen it and have been consulted about its contents. The Dean will not accept reviews that are not signed by all voting members*

I have read this evaluation and received a copy.

Faculty Member Date

*Instructions: Please send this form, including any addendum if applicable, to Linda Michels (lmichels@hamilton.edu). Department chairs and program directors will discuss the reviews for all faculty housed in their department/program with the Dean as part of the salary setting process -- even in circumstances where a faculty member is reviewed by an ad hoc committee.*

**Faculty member’s comments can be added as an addendum if applicable**

Rev: 1/24