**SYRACUSE UNIVERSITY**

Annual Report and Recommendations on Non-Tenured Faculty

*The dean must submit a copy of this report to the office of the Vice Chancellor for Academic Affairs for each regular faculty member not holding tenure no later than March 30 of each year. The deans of the respective schools must each submit a report for dual appointees or a joint report may be filed.*

# FACULTY INFORMATION

Faculty Member Name       SUID# (**not** SS#)

Today’s date       Date of birth

School/College       Department

Rank       Date of appointment to current rank

1. Exact stipulation of any agreements or commitments made in the initial letter of appointment (i.e. degree status; nature of appointment; renewable or terminal) and subsequent contract renewals (i.e. tenure clock stoppage).
2. Status of appointment in present year, 20\_\_\_ to 20\_\_\_.
3. In year \_\_ of a \_\_ year \_\_\_\_\_\_ renewable term appointment

 \_\_\_\_\_\_ temporary term appointment

1. At the end of present year, \_\_\_ years total service at Syracuse University will be credited toward tenure.
2. Provide a departmental summary and appraisal of the faculty member’s performance. Comment in detail on teaching (including academic advising and ability to communicate clearly and effectively), research and service and list specific suggestions for improvement of performance. Please provide information on what faculty/administration/committee(s) participated in this review, if applicable. (Attach added sheets.)
3. Did a discussion occur about candidate’s intentions for the timing of tenure review? (yes or no)
4. Please check the appropriate box regarding the recommendations for the next academic year and fill in the relevant blanks

 [ ]  No recommendation is given because the individual is being reviewed this year for tenure. The school/college tenure committee and the dean will make recommendations regarding the individual’s continuation at Syracuse University and the individual will receive notice of those recommendations in accordance with school/college procedures.

 [ ]  Recommend a terminal appointment for the \_\_\_\_\_\_\_\_\_\_\_\_ semester(s), with official notice to be given to the individual in accordance with the terms of the Faculty Manual. Is this recommendation resulting from a school/college/ departmental review?

 [ ]  Recommend a renewable appointment for \_\_\_\_\_\_\_\_\_\_\_\_ year(s). Is this recommendation resulting from a school/college/ departmental review?

 [ ]  Recommend to continue the current terms of the appointment.

 [ ]  Other:

1. Chairperson’s evaluative comments (please include substantial comments on performance and an honest evaluation of progress toward tenure):
	1. Strengths:
	2. Area(s) to be improved:
2. Dean’s comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Department Chairperson Print Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Department Review Committee Print Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Dean Print Date

1. Acknowledgment:

I have read this report. Departmental representatives have met with me concerning its contents.

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Faculty Member Print Date