**Candidate Last Name:**       **Candidate First Name:**

**Candidate is applying for:**

**[ ]  Initial Tenure [ ]  Promotion**

**Your Name:**       **Date:**       **Your Department:**

**Instructions**

You have been asked to evaluate the performance of a colleague in five areas: Teaching, Scholarship, Service, Collegiality, and Faith Integration and also to make an overall recommendation.

1. For each question listed in the Guidelines for Department Review document, select the appropriate rating that best reflects your view of the extent to which the faculty member meets expectations for the area of evaluation.

Exceeds Expectations \_\_\_\_\_\_ Meets Expectations \_\_\_\_\_\_ Below Expectations \_\_\_\_\_\_

1. When you have completed the form please save the form with the following file name protocols:

(In the example below, Brian Smith is the person being reviewed and I am the reviewer.)

**Department Chair:**

CANDIDATE LAST NAME\_Candidate first name Department Review\_YOUR INITIALS (Example: SMITH\_Brian Department Review\_DST)

1. Email the file to cas-academic-affairs@bethel.edu with the SUBJECT: Department Review Evaluation: CANDIDATE NAME

**Department Recommendation**

Do you recommend this colleague for Initial Tenure or Promotion?

[ ]  Yes, with no reservations

[ ]  Yes, with the following reservations:

[ ]  No, for the following reasons:

**Comment about overall recommendation:**