

**Intensive Review Faculty Recommendation Form -**  
Tenured and Career-Track Faculty

YEAR

Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire intensive review file, including evaluations.

**INTENSIVE REVIEW FOR \_\_\_\_\_**

This form is advisory regarding the candidate's progress toward promotion. It is to be completed by the appropriate faculty in the department (as defined by the *Faculty Manual*) and forwarded through their principal administrative officers to the provost. Together with other materials, the information furnished by this form will be used in evaluating the qualifications of the faculty member under review.

You should clearly indicate, by marking the appropriate recommendation below, whether you think this person is making satisfactory progress toward promotion. All recommendations must include a justification and explanation. Written comments should provide a discussion of your recommendation, addressing the strengths and weaknesses of the candidate and assessing their progress toward promotion. If some or substantial improvement is needed, please specify what aspect of the candidate's performance needs improvement. Include frank, objective comments concerning such matters as research and creative scholarship, teaching effectiveness, service to the institution, and potential for growth.

In some circumstances, the intensive review can lead to non-reappointment. For more information, please see the *Faculty Manual*.

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**Recommendation:**

- **Well Prepared (WP).** The candidate is encouraged to seek promotion at the next opportunity.
- **Satisfactory (S).** The candidate appears to be building an appropriate profile, but has not yet achieved the standards expected for promotion.
- **Improvement Needed (IN).** The candidate should review the criteria for promotion and the career progress report carefully, and seek advice from other faculty in the university and their discipline.
- **Unsatisfactory (U).** The candidate is not on track for promotion.

**COMMENTS**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**TITLE AND TRACK**