Preface - The following form should be used by the Director of Counseling (DoC) to issue his/her written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of members employed as Counselors.

<table>
<thead>
<tr>
<th>Faculty Member: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank: ____</td>
</tr>
<tr>
<td>Department: ____</td>
</tr>
<tr>
<td>Academic Year 20____ - ____</td>
</tr>
<tr>
<td>Evaluation Purpose¹: Promotion in Rank</td>
</tr>
<tr>
<td>Overall Rating for Renewal of Non-Tenured Faculty²: ________________</td>
</tr>
</tbody>
</table>

DoC Recommendation: The DoC should provide their recommendation regarding either: 1) Renewal of a Non-Tenured Faculty Member; 2) Promotion in Rank; or 3) The Award of Tenure.

¹ Evaluation Purpose may be either 1) Annual Non-Tenure Evaluation; 2) Promotion in Rank; 3) Tenure Consideration or 4) Professional Assessment.

² An overall rating of "Satisfactory", "Marginal", or "Unsatisfactory" should be provided for the annual non-tenure renewal evaluation. No overall rating is necessary for a promotion or tenure evaluation.
The DoC should identify strengths and weaknesses in narrative form for the following evaluation criterion and categories.

1. **Article 7.3.1.1 - Load Credit Activity - Professional effectiveness in providing counseling in the area appropriate to the specialty(ies).**

2. **Article 7.3.1.2 - Professional activity, e.g. attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.**
3. Article 7.3.1.3 Productive service to the department and University.

4. Article 7.3.1.4 - Creative activity appropriate to one’s field, such as delivering papers at conferences, research, study and publication.
I the undersigned Director of the Counseling Center, submit the attached written evaluation and recommendation. I certify that this report shall be distributed in accordance with the following distribution instructions.

**Distribution Instructions:** The Director of Counseling Center shall make three copies of his/her written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation shall be placed in the member's personnel file. The second copy should be transmitted to the Dean of Student Affairs, and the third copy should be provided to the affected member upon issuance.

**Director of Counseling**

Printed Name  Signature  Date

I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the appropriate Dean in accordance with the following schedule:

1st Year Appointees  Within three (3) calendar days after the DoC due date
2nd Year or Later Appointees  Within one (1) calendar week of the DoC due date
Tenure and Promotion Candidates  Within one (1) calendar week of the DoC due date

Signature:  Date:  

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5. Article 7.3.1.5 - Years in Rank