

COMPLETE FOR REAPPOINTMENT

DEPARTMENTAL RECOMMENDATION					
Reappointment for [Candidate]					
In the Department of []					
Department Meeting Date:		Date Letter prepared:		Date(s) Revised:	
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)					
Rank & Step:		Years at Rank:		Years at Step:	
DEPARTMENTAL RECOMMENDATION (Majority vote. Include if “For” (positive) or “Against” (negative) reappointment at current rank, step and o/s if applicable).					
For/Against Reappointment :					
VOTE(S) (Include reasons for minority votes in narrative below.)					
Reappointment	#Eligible	For	Against	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable
During the review period, Sabbatical Leave Reports (APM 740-97) are:					
Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>					
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:					
Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>					

COMPLETE FOR APPRAISAL

DEPARTMENTAL RECOMMENDATION						
Appraisal for [Candidate]						
In the Department of []						
Department Meeting Date:		Date Letter prepared:		Date(s) Revised:		
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)						
Rank & Step:		Years at Rank:		Years at Step:		
DEPARTMENTAL RECOMMENDATION (Majority vote. Put a checkmark on the outcome. For equally split decisions, check all that apply.)						
<input type="checkbox"/> Positive <input type="checkbox"/> Qualified Positive <input type="checkbox"/> Negative						
*VOTE(S) (Add/delete Sections as needed. Include minority votes in narrative below.)						
Vote:	#Eligible	Positive	Qualified Positive	Negative	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	Positive	Qualified Positive	Negative	Abstain	Not Voting/Unavailable
During the review period, Sabbatical Leave Reports (APM 740-97) are:						
Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>						
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:						
Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>						