##### **Attachment D-1C** – Departmental Letter Cover: Reappointment/Appraisal

**COMPLETE FOR REAPPOINTMENT**

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| **DEPARTMENTAL RECOMMENDATION** |
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| **Reappointment** for [**Candidate]** |
| In the **Department of [ ]** |
| Department Meeting Date: | Date Letter prepared: | Date(s) Revised: |
| **PRESENT STATUS** (include current full title with step including o/s 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:** #EligibleForAgainstAbstainNot Voting/Unavailable**Advisory Vote:** #EligibleForAgainstAbstainNot Voting/Unavailable |
|  |
| **During the review period, Sabbatical Leave Reports (APM 740-97) are:**Not Due On file and available upon request Not on file (include explanation) N/A **During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:**Yes Start Date:  End Date: No  |

**COMPLETE FOR APPRAISAL**

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| **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 including o/s 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.)  |
| [ ]  Positive[ ]  Qualified Positive[ ]  Negative |
| **\*VOTE(S) (**Add/delete Sections as needed. Include minority votes in narrative below.) |
| **Vote:** #EligiblePositiveQualified Positive NegativeAbstainNot Voting/Unavailable**Advisory Vote:** #EligiblePositiveQualified Positive NegativeAbstainNot Voting/Unavailable |
|  |
| **During the review period, Sabbatical Leave Reports (APM 740-97) are:**Not Due On file and available upon request Not on file (include explanation) N/A **During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:**Yes Start Date:  End Date: No  |