

Departmental Recommendation: Merit/ Promotion/Advancement/Career Review

Revision date: 7/1/2025

COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW

	DEPARTME	DED A DEMENTAL DECOMMEND ATION					
	DEPARTMENTAL RECOMMENDATION [Action] for [Candidate]						
In the Department of [
Department Meeting Date:	Date Letter p	repared:		Dat	te(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 "Against" or "No Change".	ON (Majority vo	ote. Inclu	de final rank/s	step and o/s if	applicable. If negative, indicate		
For/Against/No Change - Rank & Step:							
Use the space provided for items not credited at the appointment but which have been completed (e.g., grants awarded, papers published, talks given) between the submission of the appointment file and the date of appointment. List items that would normally fall under an eFilePlus category and the new review period. Promotion Actions Involving Prior Service at Other Institutions Use the space below to include work completed at another institution							
VOTE(S) (Multiple ranks and steps may be							
VOTE(S) (Multiple ranks and steps may be unanimous. Add/delete Sections as needed.							
unanimous. Add/delete Sections as needed.	Include reasons	s for mino	ority votes in 1	narrative belo	w.)		
unanimous. Add/delete Sections as needed. Rank & Step:	#Eligible	s for mino For	Against	Abstain	w.) Not Voting/Unavailable		
unanimous. Add/delete Sections as needed. Rank & Step: Advisory Vote:	#Eligible #Eligible	For For	Against Against	Abstain Abstain	Not Voting/Unavailable Not Voting/Unavailable		