

**COMPLETE FOR QUINQUENNIAL**

<b>DEPARTMENTAL RECOMMENDATION</b>					
<b>Quinquennial Review for [Candidate]</b>					
<b>In the Department of [                    ]</b>					
Department Meeting Date:		Date Letter prepared:		Date(s) Revised:	
<b>PRESENT STATUS</b> (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:	
<b>DEPARTMENTAL RECOMMENDATION</b> (Majority vote. Put a checkmark on the outcome. For equally split decisions, check all that apply.)					
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory					
<b>*VOTE(S):</b> (Include minority votes in narrative below.)					
<b>Vote:</b>	#Eligible	Satisfactory	Unsatisfactory	Abstain	Not Voting/Unavailable
<b>Advisory Vote:</b>	#Eligible	Satisfactory	Unsatisfactory	Abstain	Not Voting/Unavailable
<b>During the review period, Sabbatical Leave Reports (APM 740-97) are:</b>					
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"/>	
<b>During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:</b>					
Yes <input type="checkbox"/>	Start Date: _____	End Date: _____	No <input type="checkbox"/>		