**COMPLETE FOR QUINQUENNIAL**

|  |
| --- |
| **DEPARTMENTAL RECOMMENDATION** |
|  |
| **Quinquennial** **Review** 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.)  |
| [ ]  Satisfactory[ ]  Unsatisfactory |
| **\*VOTE(S):** (Include minority votes in narrative below.) |
| **Vote:** #EligibleSatisfactoryUnsatisfactoryAbstainNot Voting/Unavailable**Advisory Vote:** #EligibleSatisfactoryUnsatisfactoryAbstainNot 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  |