

THE GRADUATE SCHOOL AND UNIVERSITY CENTER
 THE CITY UNIVERSITY OF NEW YORK
 Office of the Provost and Senior Vice President

**ACADEMIC REVIEW COMMITTEE
 Evaluation Form**

Name of Candidate _____

Program _____

	Effective date(s)	Rank
Recommendation for: () Appointment	_____	_____
() Reappointment	_____	_____
() Nonreappointment	_____	_____
() Promotion	_____	To: _____
() Tenure	_____	_____
() Tenure (Early)	_____	_____
() Other	_____	_____

Executive Committee Vote: Number for () Number against () Abstentions ()

Complete the following for all recommended actions except Appointment:

Initial appointment: Date _____ Rank _____

Reappointments: _____

Current appointment: Date _____ Rank _____

1. EO Statement: Please include a statement from the Executive Officer (next page or on a separate sheet) providing the justification for the action recommended. In cases of reappointment, promotion, and tenure, the statement should include a discussion of the candidate's scholarly accomplishments, teaching performance as judged by peer review and some form of student input, and contributions to University or community life.

2. Letters of Evaluation: The letters of evaluation from scholars outside The City University of New York (a minimum of three in cases of appointment or promotion; four in cases of tenure) should be from specialists in the candidate's field. Evaluators should be at a rank appropriate to the action requested. For example, in a promotion to Associate Professor, evaluators should be at the rank of Associate or full Professor. The evaluators should be identified briefly on a separate sheet, with notice as to which evaluators were selected independently (i.e., other than recommended by the candidate). Additional evaluation letters beyond the minimum number may be included. In tenure cases, at least two of the evaluators must be selected independently (i.e., other than recommended by the candidate); in appointment and promotion cases, at least one evaluator must be selected independently. All letters should contain a statement as to how the candidate is known to the evaluator; which of the candidate's writings have been read by the evaluator; and how the candidate's work is judged relative to the most important work currently being done in the field. See the Provost's Office website for additional information.

3. Curriculum Vitae: The candidate's up-to-date curriculum vitae should be attached, and an asterisk should be placed beside the title of each nonrefereed publication.

4. Publications: A set of representative publications by candidates for **appointments with tenure**, for **promotion**, and for **Distinguished Professor** should be forwarded to the Provost's Office for review by ARC members.

5. Please consult with the Office of the Provost regarding preparation before forwarding the **original set of materials plus 8 copies** for consideration by the Academic Review Committee.

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Statement Regarding the Candidate

Signature of Executive Officer _____ Date _____

Program _____

9/03