

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 _____

Department Mina Rees Library

	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. Chief Librarian Statement: Please include a statement from the Chief Librarian (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 accomplishments in areas that contribute to the educational and research mission of the institution, such as reference service, collection development, and bibliographic organization and control. Also, evidence of contributions to the profession may be cited.

2. Letters of Evaluation: The letters of evaluation (a minimum of three in cases of appointment or promotion; four in cases of tenure) may come from colleagues on the Library faculty, from members of the academic community outside the Library, and/or from professional colleagues outside the institution. Additional evaluation letters beyond the minimum number may be included. 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). In promotion and tenure cases, at least one of the evaluators must be selected independently. All letters should contain a statement as to how the candidate is known to the evaluator. 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. 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 Chief Librarian _____
Mina Rees Library

Date _____

9/03