**Unit/Department Head Career Continuous Employment Review**

**Report Guidance and Template**

The primary function of Career Continuous Employment reviews is to foster continued professional growth and reward excellence. Career Continuous Employment reviews are optional and should generally mirror the scope and process for Career instructional or Career research promotion reviews to the highest rank. The department head’s report is independent of the committee report and vote tally. You should have the candidate’s dossier in hand as you write the report. Suggested length is no more than two pages.

# *\*Use your departmental letterhead*

# To: <DEAN>

# From: <UNIT/DEPARTMENT HEAD NAME, UNIT NAME>

# Re: Unit/Department Head’s Report for <CANDIDATE’S NAME>, Career Continuous Employment Review

# Administrative Summary

* A brief explanation of the unit’s review process and any special considerations involved with the review.
* Clarification of any special conditions of the appointment or special duties and obligations for which the candidate’s performance is to be evaluated. Career faculty appointments vary widely in teaching, research, and/or service FTE, so the review should note this FTE breakdown.
* A summary of the committee composition, the committee’s overall assessment, and committee vote tally (if a committee review and vote is required by the unit)
* An explanation for any abstentions, recusals, and for the absence of votes from any committee members. Explain reasons why some faculty have not participated in the review and voting process (e.g. spouse, sabbatical leave, etc.).

# Department Head Evaluation and Recommendation

The department head should objectively and honestly discuss the strengths and weaknesses of the candidate. The review should include analysis, not advocacy. For the teaching, research, and service categories that are applicable to the faculty member’s appointment, the faculty member should be noted as meeting expectations, exceeding expectations, or not meeting expectations.

## Assess Candidate’s Research and Scholarship and/or Creative and Artistic Achievement (if applicable)

## Assess Candidate’s Teaching (if applicable)

The head’s letter should address each of the four teaching competencies – professional, inclusive, engaged and research-informed – if the committee report does not do so. The head may provide additional commentary, as well as any department-level context of the instructor’s teaching performance. The evidence used for this evaluation must include at least one recent peer review of teaching and student comments from the older Course Evaluations and/or Student Experience Surveys. Evidence in this section may also be based on other materials provided by the candidate in their statement or teaching portfolio, such as syllabi, lists of dissertation and thesis advising, independent study supervision, Instructor Self Reflection reports, training undertaken, new course preparation list, curricular planning activities, and so on.

## Assess Candidate’s Service (if applicable)

## Assess Candidate’s Professional Development Activity (if applicable)

## Assess Candidate’s Contributions to DEI (this assessment can be incorporated into the prior sections)

Faculty are free to determine how they engage in diversity, equity, and inclusion via their teaching, research, and service (as applicable). Your assessment may be incorporated into the above categories instead.

**Other Comments**

## Conclusion and Recommendation

## Provide an overall conclusion of whether the faculty member meets expectations, exceeds expectations, or does not meet expectations.

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Unit/Department Head Signature Date