CALIFORNIA STATE POLYTECHNIC UNIVERSITY POMONA FACULTY PERFORMANCE REVIEW

2017-18

(These 19 pages are to be printed or copied on blue paper. Additional pages inserted to be on white paper.)

|  |  |
| --- | --- |
| **Candidate:** |  |
| **Department:** |  |

Action Requested by Candidate: (Check as many as apply)

|  |  |  |
| --- | --- | --- |
|  | **Pre-RTP** |  |
|  | **Reappointment to**  |  | **Probationary Year** |
|  | **Tenure** |  | **Early Tenure** |
|  | **Promotion** |  | **Early Promotion** |

| RECOMMENDATION SUMMARY |
| --- |
|  | **Reappointment** | **Tenure** | **Promotion** |
|  | **Yes** | **Terminal****Year** | **No** | **Yes** | **No** | **Yes** | **No** |
| **Department RTP Committee** |  |  |  |  |  |  |  |
| **Department Chair** |  |  |  |  |  |  |  |
| **Dean/Director** |  |  |  |  |  |  |  |
| **University RTP Committee** |  |  |  |  |  |  |  |
| **Provost and Vice President for Academic Affairs** |  |  |  |  |  |  |  |

# FACULTY PERFORMANCE REVIEW TRACKING SHEET

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| --- | --- | --- | --- |
|  | **Date**  |  | **Initials** |
| **Department RTP Committee** |  |  |  |
|  |  |  |
|  | **Package received by DRTPC Chair** |  |  |  |
|  | **DRTPC notified Candidate of recommendation** |  |  |  |
|  | **Candidate appealed to CRTPC**  |  |  |  |
|  |  |  |
| **College RTP Committee** |  |  |  |
|  |  |  |
|  | **Package received by CRTPC Chair** |  |  |  |
|  | **Meeting held with Candidate, CRTPC, and DRTPC** |  |  |  |
|  | **CRTPC notified Candidate of evaluation of appeal (copy to DRTPC)** |  |  |  |
|  | **If appeal upheld, package returned to DRTPC Chair** |  |  |  |
|  | **DRTPC responded to appeal (copy to CRTPC Chair)** |  |  |  |
|  |  |  |
| **Dean/Director** |  |  |  |
|  |  |  |
|  | **Package received by Dean/Director** |  |  |  |
|  | **Dean/Director notified Candidate of recommendation (copies to DRTPC and CRTPC)** |  |  |  |
|  | **Candidate appealed Dean's/Director's recommendation to URTPC** |  |  |  |
|  |  |  |
| **University RTP Committee** |  |  |  |
|  |  |  |
|  | **Package received by Faculty Affairs for URTPC** |  |  |  |
|  | **Appeal hearing held with Candidate, URTPC, Dean, CRTPC Chair, and DRTPC Chair** |  |  |  |
|  | **URTPC notified Candidate of evaluation of appeal (copies to Dean, CRTPC, and DRTPC)** |  |  |  |
|  | **If appeal upheld, package returned to Dean/Director** |  |  |  |
|  | **Dean/Director responded to appeal (copies to URTPC, CRTPC, and DRTPC)** |  |  |  |
|  | **URTPC notified Candidate of recommendation** |  |  |  |
|  |  |  |
| **Provost and Vice President for Academic Affairs** |  |  |  |
|  |  |  |
|  | **Package received in Provost's Office** |  |  |  |

# CANDIDATE'S REQUEST FOR PERFORMANCE REVIEW

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| **Directions to Candidate: Please complete pages 3 through 6, plus any appended pages. The RTP process seeks to provide a fair evaluation of your performance during the evaluation period and consists of up to four faculty evaluations and three administrative reviews. You have the right to appeal (for reasons of misapplication of evaluation criteria or procedural errors only) the following evaluations: DRTPC, Dean/Director. Please be aware that nothing may be added to this package at any stage without your being given the opportunity to acknowledge and respond to any such additions.**  |

|  |  |
| --- | --- |
| **Candidate:** |  |
| **Department:** |  |
| **Tenured:** |  | **Yes** |  | **No** |  | **Current Rank:** |  |
| Did you receive Service Credit with your initial probationary appointment? |  | **Yes** |  | **No** |
| If yes, how many years? |  | One Year |  | Two Years |
| Month and Year of Initial Probationary Appointment  |  |
|  |  |
| **If not tenured, your current probationary year:**  |  |  |  |  |  |  | **(Check year)** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |  |

Academic Qualifications: (Please list in reverse chronological order of receipt)

Degree, Certificate

 or License Institution Discipline Date Granted

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| --- | --- |
| **Academic Year of RTP Criteria Used for this Evaluation:** |  |
| **Period Covered by this Evaluation:** |  |

Please check specific action(s) requested in this evaluation:

|  |  |  |
| --- | --- | --- |
| **1.** |  | **Pre-RTP** |
| **2.** |  | **Reappointment to** |  | **Probationary Year** |
| **3.** |  | **Reappointment with Tenure** |
| **4.** |  | **Reappointment with Early Tenure** |
| **5.** |  | **Promotion to** |  | **(Academic Rank)** |
| **6.** |  | **Early Promotion to** |  | **(Academic Rank)** |

# CANDIDATE'S REPORT OF TEACHING AND RELATED DUTIES, PROFESSIONAL ACTIVITIES AND SERVICE TO THE UNIVERSITY AND COMMUNITY

In sections 1 through 5, please include information for the appropriate period of this evaluation only. These sections provide a brief summary of the contributions and accomplishments that should be discussed at greater length in the self-evaluation.

## 1. Course Assignments Academic Year(s)

## 2. Assigned Related Duties:

Please list assignments and duties not directly connected with teaching; e.g., committee assignments, student activity involvement, and university service contributions. Please do not list such items as office hours, class preparation or grading papers and examinations.

## 3. Professional Activities:

Please list, for example, offices held in professional organizations, conferences, papers you presented, consulting activities, research efforts, editorial activities for professional journals, scholarly work in progress, achievements, recognitions, awards and honors. Include any activities that contributed to your professional growth.

## 4. Service to the Community:

Please list only those activities related to your professional career.

## 5. Other Noteworthy Activities:

# CANDIDATE'S SELF-EVALUATION OF PERFORMANCE

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| **Please address each of the items identified in your department’s approved RTP criteria for the requested action, being as specific as possible. Indicate how you have met or exceeded each criterion (refer to department RTP criteria by number, if possible). In addition, candidates for reappointment must discuss their progress toward meeting department requirements for tenure. All candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle. Attach additional pages for the self-evaluation, numbering each in order 6.a, 6.b, etc.**The following items should be included and each page signed and dated. It is suggested that you include these as an Appendix at the end of the RTP package (after page 19).1. **Summary sheets for all student evaluations that were administered for you during the period of evaluation**
2. **A copy of the questions to which students responded for these evaluations**
3. **Originals of all peer evaluation reports for the period of evaluation**
4. **Originals of signed letters from students, faculty, or administrators**

**Supplemental documents, such as publications, should not be included; rather it is suggested that you include an index of these items with the understanding that you will make them available to evaluators upon request. The Index of Supplemental Material could also be placed in the Appendix.** |

**DEPARTMENT RTP COMMITTEE RECOMMENDATION**

STATEMENT:

 **"The members of the Department RTP Committee, whose signatures and academic ranks appear below, recommend as a body that the action(s) checked below be taken. This recommendation is based upon our review of the candidate's performance with reference to the approved Department RTP document. Criteria for evaluation not included in this document have not been utilized."**

**RECOMMENDED ACTION(S):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** |  | Pre-RTP |  |  |
| **2.** |  | Reappointment to |  | **Probationary Year** |
| **3.** |  | **Reappointment with Tenure** |
| **4.** |  | **Reappointment with Early Tenure** |
| **5.** |  | **Promotion to** |  | **(Academic Rank)** |
| **6.** |  | **Early Promotion to** |  | **(Academic Rank)** |
| **7.** |  | **Termination (Available for candidates currently in PY 1 or 2)** |
| **8.** |  | **Reappointment with Terminal Year (Available for candidates in PY 3, 4, 5 or 6)** |
| **9.** |  | **Deny Promotion** |
| **10.** |  | **Deny Early Promotion** |
| **11.** |  | **Deny Early Tenure** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRINTED NAME**  | **SIGNATURE** | **ACADEMIC RANK** | **DATE** |
| **DRTPC** **Chair:** |  |  |  |  |
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**Members of the DRTPC who do not agree with the Committee's recommendation may submit their comments on additional pages. The minority report should be inserted after the DRTPC evaluation as pages 8.1.a, 8.1.b, 8.1.c, … Each member of the DRTPC is required to sign either page 7 or a minority report.**

**DEPARTMENT RTP COMMITTEE EVALUATION OF**

**CANDIDATE'S PERFORMANCE**

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| --- |
| **The DRTPC is in the most immediate position for peer evaluation of the performance of the candidate relative to the department's approved document. This evaluation is to be specific, honest and clear in identifying the candidate's strengths and weaknesses. Reference needs to be made to specific department criteria (by number, if possible). This evaluation must include interpretations of the candidate's student evaluations (Please see Appendix 10 of the University Manual). Specific recommendations for improvement should be provided. The acceptability of what the candidate has proposed for personal professional growth activities in the next evaluation period are appropriate elements of the DRTPC evaluation. It is expected that additional pages will be necessary; they should be numbered as 8.b, 8.c, etc. The candidate will acknowledge receipt of this evaluation by signing each page.** |
| **Any member of the DRTPC may file a minority report. The minority report should be inserted after the DRTPC evaluation as pages 8.1.a, 8.1.b, 8.1.c, … The candidate will sign every page of a minority report.** |

**CANDIDATE'S ACKNOWLEDGMENT OF THE DRTP COMMITTEE'S**

**EVALUATION AND RECOMMENDATION**

|  |
| --- |
| **STATEMENT:****"I have seen each page of the DRTP Committee's evaluation and recommendation, as well as all dissenting comments included by DRTPC members, if any, and** *(check one of the following and sign)***…** |
| **\_\_\_\_\_** | **acknowledge them."** |
| **\_\_\_\_\_** | **respond to them without appeal.” (Include the response on the following pages numbered 9.a, 9.b, 9.c, …)** |
| **\_\_\_\_\_** | **acknowledge with appeal.”** |
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| --- | --- | --- | --- | --- |
| **SIGNATURE OF CANDIDATE:** |  | **DATE:** |  |  |

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| --- |
| **APPEAL:** **The candidate will sign below only after the DRTPC recommendation was considered and the candidate wishes to proceed with an appeal.** |
| **\_\_\_\_\_** | **“I appeal the DRTPC's recommendation to the CRTPC. I understand that (1) a formal written appeal must be filed with the CRTPC before 5:00 p.m. on the tenth calendar day following receipt of the DRTPC's recommendation and that (2) the only valid grounds for appeal are (a) misapplication of approved criteria and/or (b) violation of procedure by the DRTPC."****[Candidate’s appeal to the CRTPC should be numbered as pages 9.3.a, 9.3.b, 9.3.c, … and delivered to the Office of Faculty Affairs.]****[Response from CRTPC on the appeal appears on page 13.]** |
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| --- | --- | --- | --- | --- |
| **SIGNATURE OF CANDIDATE:** |  | **DATE:** |  |  |

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# DEPARTMENT RTP COMMITTEE CHECKLIST

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| **Instructions to the DRTPC Chair: The DRTPC Chair is responsible for assuring the completeness of the candidate's package prior to its receipt by the College/School RTP Committee or the Dean/Director. The Chair must be familiar with the requirements of Appendix 16 and Articles 13 through 15 of the Collective Bargaining Agreement and must respond to each question below. All "no" responses require explanation.** |

|  |  |
| --- | --- |
| **1.** | **Was a copy of the approved department RTP criteria document provided to the candidate before the package was prepared?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **2.** | **Have you made entries in all appropriate blanks and boxes through page 9?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **3.** | **Have computer summaries of the student course evaluations been included, reduced to 8 1/2 x 11 page size? (At least 4 per year during 1995/96-1998/99, 2 for every other year through Fall 2013, then all evaluations beginning Winter 2013)** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **4.** | **Has a sample of the question sheet used for student evaluations been included?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **5.** | **Are any signed student or faculty member comments included?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **6.** | **Are peer classroom evaluations included? (At least 2 per year beginning with 1995-96)** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **7.** | **Has the DRTPC provided analysis of the student course evaluations and peer classroom evaluations as part of its evaluation?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **8.** | **Has the candidate signed at all appropriate locations through page 9 and all pages in appendices?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **9.** | **Are any minority reports of any dissenting DRTPC members included (as pages 8.1.a, 8.1.b, 8.1.c, …)?** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **10.** | **Have all members of the DRTPC signed and dated the DRTPC recommendation? (These signatures must predate the acknowledgment signature of the candidate.)** |
| **Yes** |  | **No** |  |  | **Chair Initials** |  |
|  |
| **SIGNATURE OF DRTPC CHAIR:** |  | **DATE:** |  |

# DEPARTMENT CHAIR'S RECOMMENDATION

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| **A tenured department chair shall either be a member of the department RTP committee or write a separate statement. Non-tenured department chairs are not eligible to participate in any RTP evaluations. Department chairs who are candidates for a promotion may only participate in the review of reappointment actions.**  |

STATEMENT:

 **"As the Chair of the candidate's department, I recommend that the action(s) checked below be taken. This recommendation is based upon my review of the candidate's performance with reference to the approved department RTP document. Criteria for evaluation not included in this document have not been utilized. If this recommendation is not in agreement with that of the DRTPC, I have specifically justified my differing recommendation."**

**RECOMMENDED ACTION(S):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** |  | Pre-RTP |  |  |
| **2.** |  | Reappointment to |  | **Probationary Year** |
| **3.** |  | **Reappointment with Tenure** |
| **4.** |  | **Reappointment with Early Tenure** |
| **5.** |  | **Promotion to** |  | **(Academic Rank)** |
| **6.** |  | **Early Promotion to** |  | **(Academic Rank)** |
| **7.** |  | **Termination (Available for candidates currently in PY 1 or 2)** |
| **8.** |  | **Reappointment with Terminal Year (Available for candidates in PY 3, 4, 5 or 6)** |
| **9.** |  | **Deny Promotion** |
| **10.** |  | **Deny Early Promotion** |
| **11.** |  | **Deny Early Tenure** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRINTED NAME** | **SIGNATURE** | **ACADEMIC RANK** | **DATE** |
| **Department Chair:** |  |  |  |  |

# DEPARTMENT CHAIR'S EVALUATION

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| **The Department Chair shall review the candidate's performance for the period of review with reference to the approved department RTP criteria for the requested action. This review shall identify the candidate’s strengths and recommendations for improvement.** |

**COLLEGE/SCHOOL RTP COMMITTEE EVALUATION**

**OF CANDIDATE'S APPEAL**

*The College RTP Committee is to review the evidence to determine if either 1) there has been a violation(s) of department procedures and/or 2) a misapplication(s) of department RTP criteria by the DRTPC.*

|  |
| --- |
| **STATEMENT:**  **"The members of the College/School RTP Committee, whose signatures and academic ranks appear below, have considered the candidate's appeal and** **\_\_\_\_\_\_ uphold the appeal based on a finding of 1) \_\_\_\_** **violation(s) of department procedures and/or 2) \_\_\_\_ a misapplication(s) of department RTP criteria by the DRTPC and will send the RTP package back to the DRTPC** **OR****\_\_\_\_\_\_\_ deny the appeal.** **Our evaluation of the merits of the appeal is specified on the following pages."** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRINTED NAME** | **SIGNATURE** | **ACADEMIC RANK** | **DEPT.** | **DATE** |
| **CRTPC Chair:** |  |  |  |  |  |
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**The CRTPC evaluation of the appeal should be inserted as pages 13.a, 13.b, …**

Members of the CRTPC who do not agree with the committee's finding may submit their comments on additional pages. Each member of the CRTPC is required to sign either this page or a minority report.

**If the CRTPC determines that there has been a violation or misapplication, the DRTPC should insert their response as pages 13.1.a, 13.1.b, 13.1.c, etc.**

**DEAN'S/DIRECTOR'S RECOMMENDATION**

STATEMENT:

 **"I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean/Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recommend that the action(s) checked below be taken. If this recommendation is not in agreement with either that of the DRTPC or that of the CRTPC, I have specifically justified my differing recommendation."**

**RECOMMENDED ACTION(S):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** |  | Pre-RTP |  |  |
| **2.** |  | Reappointment to |  | **Probationary Year** |
| **3.** |  | **Reappointment with Tenure** |
| **4.** |  | **Reappointment with Early Tenure** |
| **5.** |  | **Promotion to** |  | **(Academic Rank)** |
| **6.** |  | **Early Promotion to** |  | **(Academic Rank)** |
| **7.** |  | **Termination (Available for candidates currently in PY 1 or 2)** |
| **8.** |  | **Reappointment with Terminal Year (Available for candidates in PY 3, 4, 5 or 6)** |
| **9.** |  | **Deny Promotion** |
| **10.** |  | **Deny Early Promotion** |
| **11.** |  | **Deny Early Tenure** |

**Dean/Director Signature Date**

# DEAN'S/DIRECTOR'S EVALUATIONOF CANDIDATE'S PERFORMANCE

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| --- |
| **The Dean shall review the candidate's performance for the period of review with reference to the approved department RTP criteria for the requested action. This review shall identify the candidate’s strengths and recommendations for improvement.** |

**CANDIDATE'S ACKNOWLEDGMENT OF THE DEAN'S/DIRECTOR’S
EVALUATION AND RECOMMENDATION**

|  |
| --- |
| **STATEMENT:****"I have seen each page of the Dean’s/Director’s evaluation and recommendation and** *(check one of the following and sign)***…** |
| **\_\_\_\_\_** | **acknowledge them."** |
| **\_\_\_\_\_** | **respond to them without appeal.” (Include the response on the following pages numbered 16.a, 16.b, 16.c, …)** |
| **\_\_\_\_\_** | **acknowledge with appeal.”** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SIGNATURE OF CANDIDATE:** |  | **DATE:** |  |  |

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| --- |
| **APPEAL:** **The candidate will sign below only after the Dean’s/Director’s recommendation was considered and the candidate wishes to proceed with an appeal.** |
| **\_\_\_\_\_** | **“I appeal the Dean’s/Director's recommendation to the URTPC. I understand that (1) a formal written appeal must be filed with the URTPC before 5:00 p.m. on the tenth calendar day following receipt of the Dean’s/Director’s recommendation and that (2) the only valid grounds for appeal are (a) misapplication of approved criteria and/or (b) violation of procedure by the Dean/Director."****[Candidate’s appeal to the URTPC should be numbered as pages 16.3.a, 16.3.b, 16.3.c, … and delivered to the Office of Faculty Affairs.]****[Response from URTPC on the appeal appears on page 17.]** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE OF CANDIDATE:** |  | **DATE:** |  |

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**UNIVERSITY RTP COMMITTEE EVALUATION**

**OF CANDIDATE'S APPEAL**

*The University RTP Committee is to review the evidence to determine if either 1) there has been a violation(s) of RTP procedures and/or 2) a misapplication(s) of department RTP criteria by the Dean/Director.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STATEMENT:**  **"The members of the University RTP Committee have considered the candidate's appeal and** **\_\_\_\_\_\_ uphold the appeal based on a finding of 1) \_\_\_\_** **violation(s) of RTP procedures and/or 2) \_\_\_\_ a misapplication(s) of department RTP criteria by the Dean/Director and will notify the candidate, the Provost, the Dean, the CRTPC, and the DRTPC.****OR****\_\_\_\_\_\_\_ deny the appeal.** **Our evaluation of the merits of the appeal is specified on the following pages."**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE OF URTPC CHAIR:** |  | **DATE:** |  |

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**The URTPC evaluation of the appeal should be inserted as pages 17.a, 17.b, …**

**If the URTPC determines that there has been a violation or misapplication, the Dean/Director should insert their response as pages 17.1.a, 17.1.b, 17.1.c, …**

# UNIVERSITY RTP COMMITTEE RECOMMENDATION

STATEMENT:

 **"The members of the University RTP Committee, whose signatures and College/School appear below, recommend as a body that the action(s) checked below be taken. If this recommendation is not in agreement with that of any previous evaluation, we have specifically justified our differing recommendation."**

RECOMMENDED ACTION(S):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** |  | Reappointment to |  | **Probationary Year** |
| **2.** |  | **Reappointment with Tenure** |
| **3.** |  | **Reappointment with Early Tenure** |
| **4.** |  | **Promotion to** |  | **(Academic Rank)** |
| **5.** |  | **Early Promotion to** |  | **(Academic Rank)** |
| **6.** |  | **Termination (Available for candidates currently in PY 1 or 2)** |
| **7.** |  | **Reappointment with Terminal Year (Available for candidates in PY 3, 4, 5 or 6)** |
| **8.** |  | **Deny Promotion** |
| **9.** |  | **Deny Early Promotion** |
| **10.** |  | **Deny Early Tenure** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PRINTED NAME** | **SIGNATURE** | **COLLEGE/SCHOOL** | **DATE** |
| **1.** | **URTPC Chair:** |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
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| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |

**Additional URTPC comments follow on page 18.a (these may also include dissenting comments from members of the URTPC who do not agree with the Committee’s recommendation). Acknowledge these comments by signing pages 18.a & 19 and returning by date indicated to the Office of Associate Vice President for Faculty Affairs (CLA T7-8).**

**CANDIDATE'S ACKNOWLEDGMENT OF THE UNIVERSITY RTP COMMITTEE'S
EVALUATION AND RECOMMENDATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STATEMENT:** **"I have seen each page of the University RTP Committee's evaluation and recommendation, as well as all dissenting comments included by University RTP** **Committee members, if any, and** **\_\_\_\_\_ acknowledge them."** **\_\_\_\_\_ respond to them on the following pages: 19.a through 19\_\_\_\_ ."**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE OF CANDIDATE:** |  | **DATE:** |  |

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|  |
| --- |
|  **CANDIDATE:** **Please sign and return this acknowledgment page plus any written response**  **to the Office of the Associate Vice President for Faculty Affairs (CLA T7-8)**  **no later than** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |