SYRACUSE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

ANNUAL REPORT AND RECOMMENDATIONS ON NON-TENURED FACULTY

The dean must submit a copy of this report to the office of the Vice Chancellor for Academic Affairs for each regular faculty member not holding tenure no later than March 18 of each year. The deans of the respective schools must each submit a report for dual appointees or a joint report may be filed.

1. Name _____ _____ _____
(last) (first) (middle initial)

_____ _____ _____
(current rank and title) (college & department) (date of first appointment at SU)

II. Exact stipulation of any agreements or commitments made in the initial letter of appointment (i.e. degree status; nature of appointment; renewable or terminal) and subsequent contract renewals (i.e. tenure clock stoppage).

III. Status of appointment in present year, 20__ to 20__.

a) In year __ of a __ year _____ renewable term appointment
_____ temporary term appointment

b) At the end of present year, ___ years total service at Syracuse University will be credited toward tenure.

IV. Provide a departmental summary and appraisal of the faculty member's performance. Comment in detail on teaching (including academic advising and ability to communicate clearly and effectively), research and service and list specific suggestions for improvement of performance. Please provide information on what faculty/administration/committee(s) participated in this review, if applicable. (Attach added sheets.)

V. Discussion occurred about candidate's intentions for the timing of tenure review: ☐ yes ☐ no

VI. Recommendations for next academic year.

(Circle the appropriate letter and fill in the relevant blanks.)

a) No recommendation is given because the individual is being reviewed this year for tenure. The school/college tenure committee and the dean will make recommendations regarding the individual's continuation at Syracuse University and the individual will receive notice of those recommendations in accordance with school/college procedures.

b) Recommend a terminal appointment for the _____ semester(s), with official notice to be given to the individual in accordance with the terms of the Faculty Manual. This recommendation does ☐ / does not ☐ result from a school/college/departmental review.

c) Recommend a renewable appointment for _____ year(s). This recommendation does ☐ / does not ☐ result from a school/college/departmental review.

d) Recommend to continue the current terms of the appointment.

e) Other: _____

VII. Chairperson's evaluative comments (please include substantial comments on performance and an honest evaluation of progress toward tenure):

a) Strengths:

b) Area(s) to be improved:

VIII. Dean's comments:

IX. Signatures (where appropriate):

_____	_____	_____
Department Chairperson	Print	Date
_____	_____	_____
Department Review Committee	Print	Date
_____	_____	_____
Dean	Print	Date

X. Acknowledgment:
I have read this report. Departmental representatives have met with me concerning its contents.

_____	_____	_____
Faculty Member	Print	Date