

University of Miami
BALLOT FORM

For use by Eligible Voting Faculty of the College of Arts and Sciences on Recommendations for
Reappointment/Progress Toward Tenure, Mid-Term Review, Promotion and/or Tenure

Department/School _____ Meeting Date _____

Name of faculty member under consideration _____

Action under consideration (e.g., promotion, tenure, reappointment) _____

Date appointed to University Miami faculty _____

Present _____ Date appointed to this rank _____

If not tenured, but on tenure track appointment, date probationary period ends _____

If tenured, date tenure awarded _____

If tenured and not full Professor, date of last promotion consideration _____

Use line (1) to record your vote for reappointment and/or mid-term review. In cases where the candidate is on the tenure track with a continuing appointment, then use line (1) to indicate whether the candidate is making adequate progress toward tenure. Use lines (2) and (3) for candidates being considered for promotion and/or tenure.

(1) Reappointment/Making Adequate Progress Toward Tenure: ___ Yes* ___ No* ___ Abstain** ___ Not Present

(2) Promotion: ___ Yes* ___ No* ___ Abstain** ___ Not Present

(3) Award of Tenure: ___ Yes* ___ No* ___ Abstain** ___ Not Present

**It would be very helpful if you explain in the space below the reasons for your vote in terms of quality and impact of scholarly and creative activity and contributions, teaching performance and effectiveness, service, and/or clinical activity. Your comments will be referred to for tenure and promotion only in cases where they are needed. The Chair may refer to them (without attribution to the known or presumed author) when giving feedback to candidates regarding progress towards tenure.*

Anonymous explanatory comments:

***Please explain your reason for an abstention in the space below so that the overall vote can be properly interpreted.*

___ I abstained because the area is far removed from my own or I am not familiar enough with this candidate's qualifications or I otherwise do not believe I am sufficiently well-qualified to render a professional opinion.

___ I abstained because there are sufficient reasons to vote either way and I cannot make a decision.

___ I abstained because I have a conflict of interest with respect to this candidate.

___ I abstained for another reason: _____

----- FOLD HERE TO PRESERVE CONFIDENTIALITY WHEN SUBMITTING BALLOT FOR VOTE TO BE COUNTED -----

Department vote on items applicable to this candidate:

a) Scholarly productivity and/or creative achievement:

___ outstanding ___ meets expectations ___ marginal ___ unsatisfactory ___ abstain ___ NA

b) Teaching Performance:

___ outstanding ___ meets expectations ___ marginal ___ unsatisfactory ___ abstain ___ NA

c) Clinical Performance:

___ outstanding ___ meets expectations ___ marginal ___ unsatisfactory ___ abstain ___ NA

d) Service:

___ outstanding ___ meets expectations ___ marginal ___ unsatisfactory ___ abstain ___ NA

Definitions:

Outstanding: Exceptional work, far beyond expectations for a faculty member at this point in his/her career.

Meets Expectations: Clearly meets expectations for a faculty member at this point in his/her career.

Marginal: May or may not meet requirements for reappointment, promotion, or tenure.

Unsatisfactory: Below expectations for a faculty member at this point in his/her career.

Abstain: Please provide reason for abstention (see section above).

NA: Category not applicable to this individual's appointment.

Service: Contributions to the University, profession, or community.

You are encouraged, but not required, to submit to your Chair a brief signed letter explaining your vote within two business days after the summary of the discussion has been finalized. Such submissions will become part of the candidate's file and will be treated as confidential in the same fashion as are external letters.