**FORM 2**

**RELATIVE WEIGHTS OF AREAS OF EVALUATION FOR PROMOTION**

Section 1.4 (T&R): Promotion will be based upon demonstrated proficiency in Teaching Effectiveness, Scholarly and Creative Activity, Contribution to University Community, and Contribution to the Wider and Professional Community. The relative weight of each category (expressed as a percentage) must be explicitly identified in the candidate’s portfolio, and be consistent with the candidate’s mean percentage effort in teaching, scholarly and creative activity, and service over the period of evaluation.

Section 2.522 (PROMOTION): The relative weight of Scholarly and Creative Activity (or Professional Development for individuals with the rank of Instructor) in the promotion decisions will be determined by consultation of department colleagues and approved by the appropriate College Dean. The Chair and Dean must provide faculty a signed letter stating the relative weights upon hiring. Any changes in release time must result in new relative weights recorded in another signed letter. Weights used in the promotion document must be time-weighted averages of the relative weights assigned over the evaluation period.

Name of Candidate:

Department/Office:

Current Rank/Position:

Effective for Academic Year:

Express effort as percentages (IE 50%, 30%, 10%, 10%)

**Area of Evaluation Prior Effort (if changing) Current and Future Effort**

Teaching Effectiveness

Scholarly/Creative Activity\*

Professional Development\*\*

Contribution to University Community

Contribution to Wider/Professional Community

\* Assistant Professor rank and higher

\*\* Instructors and others as appropriate

Candidate’s Signature: Date:

Department Chair/Head Signature: Date:

Dean Signature: Date: