**FORM 4**

**RELATIVE WEIGHTS OF AREAS OF EVALUATION**

Section 1.21 (T&R): Departments, in collaboration with first year probationary members, develop the evaluative criteria that the member will be evaluated under during the probationary period. This should include expectations and appropriate forms of accomplishments in: professional service, scholarly and creative activity or professional development (as appropriate), service to the university community, and service to the wider and professional community. The developed criteria will be provided along with the signature cover sheet (Form 8) to the Dean/Supervisor for discussion and approval. The Dean/Supervisor will then send the revised evaluation criteria to the President/Provost or his/her designee for discussion and final approval. Documentation of criteria, if different from the Departmental weighting or changing or a particular candidate, should be documented on Form 4.

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\* OR

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: