

BOSTON UNIVERSITY
INITIAL APPOINTMENT APPLICATION
Chair's Report

NOTE: This form is to be used when preparing the materials for a proposed appointment at the Associate or Full Professor rank (tenured, tenure-track, or non-tenure track).

Please Check Appropriate Action:

Initial Appointment with tenure

Initial Appointment on tenure-track

Initial Appointment on non-tenure track

Candidate's Name:

Proposed Rank:

School/Department:

Chair's Recommendation:

Recommend Appointment:

Do Not Recommend Appointment:

In writing your report, compare the candidate with others in comparable positions you have known in the past ten years and with those currently holding similar positions in your department. Your long-range plans for the department should be kept in mind when you review the candidate's qualifications for this appointment.

If an initial appointment with tenure is recommended, all tenured members of the department should review the candidate's dossier, discuss his/her qualifications, and vote whether to recommend the appointment. If a tenure-track or non-tenure track appointment is recommended, all full-time department faculty at or above the proposed rank and at the appropriate status should review the materials and vote on the proposed appointment.

Initial Appointment Application - Chair's Report (continued)

1. Evaluation of Teaching:

Comment on the candidate's classroom teaching, drawing on available data. Discuss the candidate's direction and supervision of theses and dissertations. Comment on the quality of student work which the candidate supervised and comment on the quality of student work which the candidate supervised. When possible, evaluate the candidate's contributions in student advising, sponsorship of student organizations or other work with students outside of the classroom. Comment on new methods and courses developed by the candidate.

Initial Appointment Application - Chair's Report (continued)

2. Evaluation of Research and Publication

Evaluate the candidate's publications and other evidence of the candidate's research, such as patent applications. Comment on the importance of the candidate's research within his/her field and within the broader context of scholarly work in his/her discipline.

Initial Appointment Application - Chair's Report (continued)

3. Other Professional Activities:

Comment on the nature, extent and quality of the candidate's participation in departmental, college or university affairs. Evaluate the candidate's professional activities outside of his/her current place of employment.

Initial Appointment Application - Chair's Report (continued)

4. Discuss the candidate's future role in the department or school. Discuss teaching, research, and any other matters you think relevant. Be as specific as possible.

Initial Appointment Application - Chair's Report (continued)

5. Please provide outside evaluation of the candidate's publications and reputation as a scholar. Outside evaluators should comment about the candidate's specific contributions. Also:
- Include one copy of the solicitation letter you sent to the evaluators immediately following this report.
 - List in alphabetical order all people you contacted, not just those who submitted an evaluation letter.
 - Attach copies of letters in the same order as they are listed here.
 - If an evaluator did not respond, briefly explain why, if known.
 - If you attach unsolicited letters, place them after the evaluator letters and identify them on a separate page following the list of solicited evaluators.

NOTE: These evaluations are to be regarded as provided to the University on a confidential basis. They should not be shown or given to the candidate.

Evaluator's Name:

Position

Relationship to Candidate:

Institution:

Means of Selection:

Rationale for Choice

Letter included: Yes No, reason:

Evaluator's Name:

Position:

Relationship to Candidate:

Institution:

Means of Selection:

Rationale for Choice:

Letter included: Yes No, reason:

Initial Appointment Application - Chair's Report (continued)

Evaluator's Name:

Position:

Relationship to Candidate:

Institution:

Means of Selection:

Rationale for Choice:

Letter included: Yes No, reason

Evaluator's Name:

Position

Relationship to Candidate:

Institution:

Means of Selection:

Rationale for Choice:

Letter included: Yes No, reason:

Evaluator's Name:

Position:

Relationship to Candidate:

Institution:

Means of Selection:

Rationale for Choice:

Letter included: Yes No, reason:

Initial Appointment Application - Chair's Report (continued)

6. Have department members who do not concur with this recommendation been informed that they may submit separate statements? Yes No

Please include all written statements immediately following this page.

Signature, Department Chair

Date

Name of Department Chair