

**APPENDIX B<sub>2</sub>**

**TEACHING FACULTY**

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Each candidate shall take this form to the Department Chairperson and have them return the completed form by November 1 to the candidate for inclusion in the promotion dossier.

As chair of the department of \_\_\_\_\_, I hereby certify that

\_\_\_\_\_ meets the following requirements.  
(candidate's name)

	Yes	No
Preparation and meeting of classes.	_____	_____
Academic advisement of students.	_____	_____
Holding office hours at least (5) hours per week on no fewer than three (3) different days of the week.	_____	_____
Fair evaluation of students and prompt reporting on student achievement.	_____	_____
Participation in group deliberations which contribute to the growth and development of the students and the University.	_____	_____
Acceptance of those reasonable duties assigned within the fields of competence.	_____	_____
Attempt honestly in good conscience to preserve and defend the goals of the University without being restricted in the right to advocate change.	_____	_____
Demonstrates a professional and collegial attitude	_____	_____
Communicates ideas and recommendations effectively	_____	_____

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

If you do not certify a candidate in a particular category, please explain. If, after receiving the form from the Chairperson, the candidate disagrees with the Chairperson's assessment, the candidate should provide sufficient documentation to allow the Committee to make an objective decision. Failure to meet any of the professional responsibilities included on B<sub>2</sub> shall preclude promotion.