Evaluator’s Worksheet: **Candidates appointed to Department**  
Source: Faculty Handbook, Article IV, Section 1(a).

Candidate’s name: _______________________
Candidate’s department: _______________________

**Evaluators**

Department Evaluators

1. (a) Chair of Departmental Division: ____________________________  
   (b) Chair of candidate’s department: ____________________________

2. Senior-ranking department colleagues:  
   a. ___________________________  
   b. ___________________________  
   c. ___________________________  
   d. ___________________________  
   e. ___________________________

3. (To be utilized in those times in which there are fewer than three senior-ranking members in the candidate’s department)

   The Chair of the division, in consultation with the Chair of the department and the candidate, selects one, two, or three senior-ranking members of the Faculty who are qualified to serve as evaluators for this candidate’s evaluation, the number named being equal to that needed to provide a total of three evaluators.

   a. ___________________________  
   b. ___________________________  
   c. ___________________________

Signatures of completion: Date: __________________

Candidate: __________________________
Department Chair: _______________________
Division Chair: ________________________