

SAMPLE PROMOTION CANDIDATE DEPARTMENT MERIT RATING REPORT

To be completed by the Department Chair

(Department should use this form or provide these data in a similar format)

REPORT CATEGORICAL OR NUMERICAL DATA DEPENDING ON DEPARTMENT PROCESS

CATEGORICAL SCALE

Year (yyyy)	Categories* (Please Check)	Number of Department Members in Category
20	Exceptional	
	Significant	
	Merit	
	No Merit	
20	Exceptional	
	Significant	
	Merit	
	No Merit	
20	Exceptional	
	Significant	
	Merit	
	No Merit	

* Replace by appropriate category names as necessary.

NUMERICAL SCALE

Year (yyyy)	Candidate's Rating	Department Rating			Candidate's Rank in Department
		Low	Median	High	
20					<i>out of</i>
20					<i>out of</i>
20					<i>out of</i>