

APPENDIX B₂

NON-TEACHING FACULTY

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
Performs ancillary duties effectively	_____	_____
Makes decisions rationally, fairly, and promptly.	_____	_____
Accepts responsibility and is helpful and cooperative with staff.	_____	_____
Prompt and defendable in use of scheduled work hours.	_____	_____
Participation in group deliberations which contribute to the growth and development of the students and the University.	_____	_____
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 B₂ shall preclude promotion.