

Transmittal Form for Mid-Tenure Review

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| Name: Click here to enter text. | Degree(s): Click here to enter text. |
| Department/Division: Click here to enter text. | Libraries:  |
| Current Rank: Click here to enter text. | Date of Hire: Click here to enter a date. |

**Mid-Tenure Evaluation Rating Scale: At each level of review, the ratings awarded should be accompanied by narrative evidence justifying the selections.**

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| **Review Level, Signature & Date**  | **Service in area of expertise** | **Collection Development** | **Intercommunication** |
| Department CommitteeSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |
| Department ChairSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |
| College/School/Unit CommitteeSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |
| DeanSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |

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| **Review Level, Signature & Date**  | **Professional Development** | **Committee Service** | **Other** |
| Department CommitteeSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns  | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |
| Department ChairSignature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date. | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns | [ ]  Outstanding [ ]  Exceeds Expectations [ ]  Meets Expectations[ ]  Needs Improvement[ ]  Significant Concerns |
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Rev: 10.19.17 ALT
Rev: 3.15.18 ALT