|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** |  | **Academic Year:** |  |
| **Department:** |  | **College/School:** |  |
| **Highest Degree:** |  | **Awarding Institution:** |  | **Year:** |  |
| **Current Rank:** |  | **Tenure Track Hire Date:** |  |
| **New appointment with tenure?**  [ ]  Yes [ ]  No *If yes, skip to tenure vote table below.* |
| **Purpose of Review** *(mark all that apply):* | [ ]  Retention[ ]  Promotion to the rank of [ ] Associate Professor or [ ] Professor[ ] Tenure at [ ] Promoted Rank or [ ] Current Rank |
| **Review Year:**  | [ ]  3rd year  | [ ] 4th year | [ ] 5th year  | [ ] 6th year  | [ ] 7th year  | [ ] Professor |
| **Has the probationary period been reduced or extended for any reason?**  [ ] Yes [ ] No*If yes, include a copy of the* [*Tenure Track Probationary Period worksheet*](http://admin.utah.edu/office_for_faculty/rpt-administrator-workshop) *to document* |

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| **Vote Record: Retention*****(Record Applicable votes)*** | **# of Eligible Voters** | **Yes** | **No** | **Abstain** | **Not Participating** | **Vote Date** |
| **Shared Unit:** |  |  |  |  |  |  |
| **Department Advisory Committee (DAC)** |  |  |  |  |  |  |
| **Department Chairperson** |  |  |  |  |  |  |
| **College Advisory Committee (CAC)** |  |  |  |  |  |  |
| **College Dean** |  |  |  |  |  |  |
| **UPTAC** |  |  |  |  |  |  |
| **Cognizant Vice President** |  |  |  |  |  |  |
| **President** |  |  |  |  |  |  |

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| **Vote Record: Promotion*****(Record Applicable votes)*** | **# of Eligible Voters** | **Yes** | **No** | **Abstain** | **Not Participating** | **Vote Date** |
| **Shared Unit:** |  |  |  |  |  |  |
| **Department Advisory Committee (DAC)** |  |  |  |  |  |  |
| **Department Chairperson** |  |  |  |  |  |  |
| **College Advisory Committee (CAC)** |  |  |  |  |  |  |
| **College Dean** |  |  |  |  |  |  |
| **UPTAC** |  |  |  |  |  |  |
| **Cognizant Vice President** |  |  |  |  |  |  |
| **President** |  |  |  |  |  |  |

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| **Vote Record: Tenure*****(Record Applicable votes)*** | **# of Eligible Voters** | **Yes** | **No** | **Abstain** | **Not Participating** | **Vote Date** |
| **Shared Unit:** |  |  |  |  |  |  |
| **Department Advisory Committee (DAC)** |  |  |  |  |  |  |
| **Department Chairperson** |  |  |  |  |  |  |
| **College Advisory Committee (CAC)** |  |  |  |  |  |  |
| **College Dean** |  |  |  |  |  |  |
| **UPTAC** |  |  |  |  |  |  |
| **Cognizant Vice President** |  |  |  |  |  |  |
| **President** |  |  |  |  |  |  |

***Notes & Instructions:***

* *Absentee vote:* Absent members' written opinions shall be disclosed at the meeting and their votes will be counted the same as other votes. Absentee votes must be received prior to the meeting at which a vote is taken by the department advisory committee. (6-303)
* *Abstain:* A person participating in the meeting, but choosing not to vote. May be a technical abstention (e.g., already voted at a prior level) or choosing not to vote yes or no.
* *Not participating:* A person who does not attend the meeting and does not submit an absentee vote. Used to add up to the # of eligible voters.