**SAMPLE DEPARTMENT BALLOT FOR PROMOTION TO THE RANK OF FULL PROFESSOR**

**Promotion Ball for Dr. XXX**

**Department of XXX**

**Rating in Research (omit if abstaining)**

\_\_\_\_\_\_\_\_\_ Excellent

\_\_\_\_\_\_\_\_\_ Very Good/Highly Satisfactory

\_\_\_\_\_\_\_\_\_ Satisfactory

\_\_\_\_\_\_\_\_\_ Unsatisfactory

**Rating in Teaching (omit if abstaining)**

\_\_\_\_\_\_\_\_\_ Excellent

\_\_\_\_\_\_\_\_\_ Very Good/Highly Satisfactory

\_\_\_\_\_\_\_\_\_ Satisfactory

\_\_\_\_\_\_\_\_\_ Unsatisfactory

**Rating in Service (omit if abstaining)**

\_\_\_\_\_\_\_\_\_ Excellent

\_\_\_\_\_\_\_\_\_ Very Good/Highly Satisfactory

\_\_\_\_\_\_\_\_\_ Satisfactory

\_\_\_\_\_\_\_\_\_ Unsatisfactory

**Overall Rating** [A positive recommendation for promotion to the rank of Professor should be given only when you have rated the candidate as: 1) Excellent in one area and at least Satisfactory in the other two areas for candidates going up in Research, Teaching or Service, or 2) Very Good/Highly Satisfactory in all three areas for candidates going up on a balanced case.]

\_\_\_\_\_\_\_\_\_ Grant promotion to the rank of Professor

\_\_\_\_\_\_\_\_\_ Do not grant promotion to the rank of Professor

\_\_\_\_\_\_\_\_\_ Abstain (please select reason)

\_\_\_\_\_\_\_\_\_ I serve on the School Promotion and Tenure Committee

\_\_\_\_\_\_\_\_\_Other (please explain)