|  |  |
| --- | --- |
| **Description: Macintosh HD:Users:mschmidt:Documents:*V State Logos:West Hall Logos:VSU_West_Dome_Logo_2C.eps** | ***Department of Music – Personnel Committee Report****Valdosta State University****Department of Music****www.valdosta.edu/music* |

**Date:** [mm/dd/yyy]

**To:** \_\_\_\_\_\_\_\_\_\_\_\_\_, Department of Music, Head

**From:** [faculty member], Department of Music – Personnel Committee, Chair

**Re:** **Personnel Committee** [Pre-Tenure, Tenure and/or Promotion, or Post-Tenure] **evaluation for** [candidate]

Committee Membership: [List all faculty membership]

Personnel Committee observations, comments, summary and vote in the areas of Teaching/Instruction, Professional Development; Research and Productivity, and Service, are included in the following report.

[Candidate] submitted a dossier and support materials for his/her consideration for [Pre-Tenure, Third year Review, Tenure and/or Promotion, Five Year Review, or Post-Tenure review]on or before the deadline to submit materials, as specified by the College of the Arts.

The primary document and appendix are organized and assembled following the Valdosta State University Tenure and Promotion Policies and Procedures, COA Policies and Procedures for Promotion, Tenure, and Evaluation of Faculty and the Department of Music policies for review.

The Department of Music Personnel Committee met on [Time(s) and Date(s)]. After a thorough review of the materials submitted and a recommendation by the assigned subcommittee, the committee submits the following comments, and vote:

**1. Teaching/Instruction:**

**0 votes – Outstanding, 0 votes – Satisfactory, 0 votes – Unsatisfactory**

**2. Professional Development; Research and Productivity:**

**0 votes – Outstanding, 0 votes – Outstanding, 0 votes – Unsatisfactory**

**3. Service to the University and Community:**

**0 votes – Outstanding, 0 votes – Outstanding, 0 votes – Unsatisfactory**

**Final Recommendations & Additional Comments:**

Respectfully submitted,

[Faculty member],

Department of Music– Personnel Committee, Chair