This document contains screen shots of the online Hellman Award Chair Evaluation form. It is meant only to assist Department Chairs with preparation of their material prior to accessing the online evaluation form. For consideration, all applications and evaluations must be submitted electronically via the online form by the designated deadlines. If you have any questions about this process, please contact Janka Bond at (858) 534-3131.

Department Chair Evaluation Instructions

Please complete the evaluation form below. You may submit your evaluation now, or save your comments and submit the evaluation prior to the deadline.

Candidate applications must be submitted by <u>Monday, April 1, 2019 at 11:59 PM</u>. All Department Chair evaluations must be received by <u>Monday, April 8, 2019 at 11:59 PM</u>.

⚠ **Please Note**
Due to campus Single Sign-On time limit restrictions, each session can last only 60 minutes. If you exceed this time, your work may be lost. **To be on the safe side, please save your data every 10-15 minutes.** To avoid losing data, we highly recommend that you save your responses to the below questions in a Word document and then copy and paste the responses into the online evaluation form.

Department Chair Evaluation for HELLMAN APPLICANT

1. When will the candidate likely be proposed for tenure?

[Please select month ▼] [Please select year ▼] **

2. What is the anticipated effective date of this promotion?

[Please select one ▼] *

3. Does the applicant meet the criteria of eligibility as stated in the description above? *

4. Please comment on how this individual's progress towards favorable promotion review will be enhanced by the funding of this proposal. If more than one faculty from your department is applying for the Hellman Award, we encourage you to rank your faculty in priority order based on impact of the Hellman Award in their progress toward tenure. *

5. Please provide your insights on the individual and the application that might assist the review committee in its evaluation. *

We recommend that you print a copy of this application for your records after your evaluation is submitted, as funds awarded must be used for entries listed in the "Budget Request - Itemized" section.

[Submit Evaluation/Application to EVC] [Save Evaluation]