

PROFESSIONAL RTL STAFFS REAPPOINTMENT/PROMOTION/SALARY CHANGE



RECOMMENDATION FORM (RTL-2)

For recommendations of for the regular and visiting ranks of the Professional Research, Technical, or Library Staffs **excluding** Visiting Fellows, Visiting Research Fellows, and Visiting Research Collaborators

Date _____

Revision (circle changes)

SECTION I. PERSONAL INFORMATION

Name _____

Last

First

MI

Empl ID _____

Citizen Citizen Alien Perm Alien Temp If Alien Temp, Country of Origin _____

[If Alien Temp, send VISA Info Form, copy of appt form, and any accompanying documentation to Office of Visa Services]

SECTION II. APPOINTMENT INFORMATION

Effective Date ____/____/____

Recommended Action Promotion Reappointment Salary Change Continuing Appt. Other

Department _____

Rank/Title _____ Functional Description _____

Appt End Date ____/____/____ without specific end date with continuing appt

Annual 12 month FTE Salary _____ Duty Time _____% # of Pays _____ Actual Salary _____

Previous data (if different):

FTE Salary _____ Duty Time _____% # of Pays _____ Rank: _____

Please provide the following information:

- 1. Significant change in responsibilities (if any) since last evaluation.
2. Evaluation of contribution during the past year.
3. Special considerations.

Principal Investigator(s) or Supervisor(s): _____

Salary: If this appointee is being paid from a 1000 or 2000 series account or your department is not using the Labor Accounting System, indicate account(s) which will be charged below. Otherwise please certify that funding is available for this appointment. Labor Accounting may be updated directly once the appointment has been approved.

Yes, funding available or Charge to accounts:

_____ % # _____ % # _____ %

_____ % # _____ % # _____ %

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[NO FORMAL COMMITMENTS MAY BE MADE WITHOUT THE APPROVAL OF THE DEAN OF THE FACULTY]

Chair of Department/Director of Program/University Librarian

* Appt end dates are required for Research Associate, Predoctoral Research Assistants, and Librarians not on continuing appt, and for other term appts.

FOR PROMOTIONS TO THE RANKS OF SENIOR RESEARCH (by discipline), RESEARCH (by discipline), AND SENIOR TECHNICAL STAFF MEMBER II CONTINUE ON NEXT PAGE.

Entered By _____ Date _____ Approved Apprv Modif Not Approved Approved By _____ Date _____

COMPLETE FOR PROMOTIONS TO THE RANKS OF SENIOR RESEARCH (by discipline) and RESEARCH (by discipline)

EVALUATION FOR PROMOTION OF RESEARCH SCHOLARSHIP:

Estimate of general understanding as a research scholar, comparative standing in fields of special competence; especially significant contributions to advancement of knowledge and originality; indicate of promise of continuing growth; evidence of recognition by scholars in field including comments quoted from reviews or correspondence; ability and willingness to participate in planning and administration of group research activities along with colleagues and students. Continue on separate sheet, if necessary, for full statement.

Comment on most significant bibliography entries

COMPLETE FOR PROMOTION TO THE RANK OF SENIOR TECHNICAL STAFF MEMBER II

EVALUATION OF SENIOR TECHNICAL STAFF MEMBER II

What unique competence does he/she bring to the Department or Program; describe special considerations which will help the Committee on Appointments and Advancements in its evaluation of the candidate. Continue on separate sheet, if necessary, for full statement.

REFERENCES: Please attach a list of at least eight individuals (names and complete addresses), other than at Princeton, to whom we can write for an evaluation of the candidate's work and his/her qualifications for this appointment.

Record of vote:

Recommended by _____ vote of _____ on _____