A/P Nomination for Advancement—School of Agriculture

1. Name: _____________________________________________ Dept/Unit: ____________________
   Last     First     MI

2. Current information:
   Title: ____________________________________________________________________________
   Personnel classification code: ________________ (Example: 0070A12)
   Present A/P Advancement Rank: __________ Date in rank: _______________
   (Describe in the documentation the relevant prior experience used to justify credit listed.)
   Time (exclude credited time) in present rank in current position as of next July 1: ___________ months
   Credit given at time of appointment to present rank: ______ months; Total: ______ months next July 1

3. Proposed rank: ______________

4. Work experience:
   Title (previous Purdue positions) Personnel classification code Time in position (yr/mo)
   __________________________ __________________________ __________________________
   __________________________ __________________________ __________________________
   __________________________ __________________________ __________________________
   Title (non-Purdue positions relevant to current position) Time in position (yr/mo)
   __________________________________________________________ __________________________
   __________________________________________________________ __________________________
   __________________________________________________________ __________________________

5. Academic record:
   (College-level only, including associate and 2-year degrees—include other relevant training in documentation section)
   Institution Major Degree Year
   __________________________ __________________________ __________________________
   __________________________ __________________________ __________________________
   __________________________ __________________________ __________________________

6. Recommendation of departmental advancement committee: _______# yes votes _______# no votes
   Comments:

7. Department head/unit head concurrence: _______yes _______no
   Comments regarding candidate’s performance and value:

   Department head/unit head signature: __________________________ Date: ______________

8. Recommendation of Dean’s evaluation committee: _______# yes votes _______# no votes

9. Action by Dean: _______advanced _______not advanced

   Dean’s signature: __________________________ Date: ______________

(over)
10. **Documentation and evaluation section (please attach to this nomination form):**

   This portion of the nomination is a narrative. It should be divided into 4 sections and **NOT exceed 4 pages.**

   a. **Job assignment:**

      Responsibilities and assigned duties as agreed to by the candidate and his/her supervisor. Include an approximate percentage of effort for each of the responsibilities listed. If the staff member supervises other people, then include the number and type of supervision provided. Do not discuss performance under this item.

   b. **Documentation of accomplishments:**

      The documentation of activities section of the nomination form may be prepared by the candidate, candidate's supervisor, department head or any combination of the aforementioned individuals.

      Identify candidate's accomplishments, including innovations introduced, improvements made, and other relevant measures of productivity and creativity. Include dates to reflect accomplishments achieved since employment in Purdue Agriculture or since previous advancement, whichever is applicable to the candidate. Provide some examples of how these accomplishments were achieved. Include activities, achievements, awards, etc., (and explanations, if necessary) that reflect the candidate's professional development and contribution to the department/unit, Purdue Agriculture, University and profession. List here any relevant experience that justified time-in-rank credit given at time of appointment. Academic or technical training should be listed here.

   c. **Supplementary Information:**

      The supplementary information section of the nomination form may be prepared by the candidate, candidate's supervisor, department head or any combination of the aforementioned individuals.

      Identify candidates activities, achievements, awards, etc. along with dates and explanations, as necessary, that reflect the candidate's personal or professional development which are of value to the department/unit, Purdue Agriculture, University, profession and community and which go beyond the job assignment.

   d. **Evaluation of performance (upon completion of this section, please provide the name and title of the person preparing the evaluation of performance):**

      The performance evaluation section of the nomination form is to be prepared by the candidate's supervisor or department head. Discuss the candidate's level of performance in carrying out the assigned duties, the impact that the accomplishments listed in the activities and supplementary information section have had, and evidence of the candidate's professional growth.

Revised 2/18/98