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| **Completing Form**   * Save a copy to your hard drive by selecting   + File   + Save As * Filename should include Candidate First Name, Last Name, and Form Name * Complete the form and save changes | **Converting PDF Format**   * Convert form to PDF format for uploading * To convert from MS Word to PDF, select   + - File,     - Save As     - Select PDF * Save to hard drive for uploading |
| ETSUlogo_blue_100  EAST TENNESSEE STATE UNIVERSITY  DEPARTMENT CHAIR’S TENURE RECOMMENDATION | |
| **Candidate:** | |
| Department chair’s evaluation of the candidate’s teaching, research/ scholarly/creative activity, and service. | |
| Indicate how the candidate matches the long-range goals and staffing needs of the department. | |
| Revised 2011 | |