



Transmittal Form

Appointment, Promotion, and Tenure

Candidate's Name		UID No.	
Primary Unit		Secondary Unit	
College		Date to Present Rank	
Present Rank		Proposed Rank	
Mandatory Review	Yes No	Citizenship	
New Hire	Yes No	Type of Appointment	

Primary Unit

Tenure Home	Meeting Date	Vote Summary		Abstentions		Absent	Sum
		Yes	No	Vol.	Man.		
Dept. APT Committee							
Department Chair							
College APT Committee							
Dean							

Secondary Unit

Joint Appointment	Meeting Date	Vote Summary		Abstentions		Absent	Sum
		Yes	No	Vol.	Man.		
Dept. APT Committee							
Department Chair							
College APT Committee							
Dean							

Contact Information

	Name	Phone	Email	Address
Dean				
College APT Spokesperson				
Dept. Chair				
Dept. APT Spokesperson				

Items to be Included in the Dossier

<ol style="list-style-type: none"> 1. Transmittal Form <ol style="list-style-type: none"> a. Candidate Verification Page 2. Curriculum Vitae† 3. Reputation of Publication Outlets† 4. Personal Statement† 5. Summary Statement of Professional Achievements† 6. Optional Rejoinder from Candidate† 7. Promotion Criteria† 8. Agreement of Modified Unit Criteria (if applicable)† 9. Department APT Report 	<ol style="list-style-type: none"> 10. Optional Minority Report 11. Department Chair's Letter 12. College APT Report 13. Dean's Letter 14. Optional Teaching Statement† 15. Student Evaluation Data† 16. Peer Evaluation Data† 17. Mentoring, Advising & Research Supervision† 18. Credentials of External Evaluators 19. Responses from External Evaluators 20. Candidate Notification from Chair 	<ol style="list-style-type: none"> 21. Candidate Notification from Dean 22. Letter Log of Evaluation Requests 23. Sample Letter Requesting Evaluation† & Message Requesting Availability 24. Declines from Evaluators <p style="text-align: center;">†Signed and Dated by Candidate</p> <p style="text-align: right;">(Updated Nov-17)</p>
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