



# Transmittal Form | Expedited Review

## Appointment, Promotion, and Tenure

Candidate's Name		Primary Unit	
Present Rank		College	
Date to Present Rank		Secondary Unit	
Proposed Rank		Citizenship	
		Type of Appt:	

### Primary Unit

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

### Secondary Unit

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

### Contact Information

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

### Items to be Included in the Dossier

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|---|---|--|
| <ol style="list-style-type: none"> <li>1. Transmittal Form</li> <li>2. Curriculum Vitae</li> <li>3. Reputation of Publication Outlets</li> <li>4. Personal Statement</li> <li>5. Summary Statement of Professional Achievements</li> <li>6. Promotion Criteria</li> </ol> | <ol style="list-style-type: none"> <li>7. Agreement of Modified Unit Criteria (if applicable)</li> <li>8. Department APT Report</li> <li>9. Department Chair's Letter</li> <li>10. College Ad Hoc Committee Report</li> <li>11. Dean's Letter</li> <li>12. Optional Teaching Statement</li> <li>13. Peer Evaluation Data</li> </ol> | <ol style="list-style-type: none"> <li>14. Mentoring, Advising &amp; Research Supervision</li> <li>15. Credentials of External Evaluators</li> <li>16. Responses from External Evaluators</li> <li>17. Letter Log of Evaluation Requests</li> <li>18. Sample Letter Requesting Evaluation</li> <li>19. Declines from Evaluators</li> </ol> |
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