



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.		
Unit APT Committee							
Unit Head							
College APT Committee							
Dean							

Secondary Unit

Joint Appointment	Meeting Date	Vote Summary		Abstentions		Absent	Sum
		Yes	No	Vol.	Man.		
Unit APT Committee							
Unit Head							
College APT Committee							
Dean							

Contact Information

	Name	Phone	Email	Campus Address
Dean		X-		
College APT Spokesperson		X-		
Unit Head		X-		
Unit APT Spokesperson		X-		

Items to be Included in the Dossier

<ol style="list-style-type: none"> 1. Transmittal Form 2. Candidate Verification Page 3. Curriculum Vitae † 4. Reputation of Publication Outlets † 5. Personal Statement # † 6. Summary Statement of Professional Achievements # † 7. Optional Rejoinder from Candidate † 8. Unit Promotion Criteria † 9. Agreement of Modified Unit Criteria (if applicable) † 	<ol style="list-style-type: none"> 10. Department APT Report 11. Optional Minority Report 12. Department Chair's Letter 13. College APT Report 14. Dean's Letter 15. Optional Teaching Statement # † 16. Student Feedback on Course Experience † 17. Peer Teaching Evaluations / Information # † 18. Mentoring / Advising / Research Supervision † 	<ol style="list-style-type: none"> 19. Credentials of External Evaluators 20. Responses from External Evaluators 21. Candidate Notification from Chair 22. Candidate Notification from Dean 23. Letter Log of Evaluation Requests 24. Sample Message Formally Requesting Evaluation † 25. Sample Message Requesting Availability † 26. Declines from Evaluators
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Not Required for New Appointments

† Signed and Dated by Candidate