



Transmittal Form

Professional Track Faculty Promotion

Candidate's Name		UID No.	
Primary Unit		Present Rank	
College		Proposed Rank	
Type of Appointment	9-month 12-month	Effective Date	

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

Contact Information

	Name	Phone	Email
Dean			
College AEP Spokesperson			
Unit Head			
Unit AEP Spokesperson			

Items to be Included in the Dossier

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| <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. Teaching Statement *† 7. Summary Statement of Professional Achievements ** 8. Optional Rejoinder from Candidate † 9. Documentation of Duties / Responsibilities 10. Unit Promotion Criteria ** 11. Agreement of Modified Unit Criteria † 12. Department AEP Committee Report 13. Optional Minority Report † 14. Unit Head's Letter | <ol style="list-style-type: none"> 15. College AEP Committee Report 16. Optional Minority Report † 17. Dean's Letter 18. Student Course Experiences Data ** † 19. Peer Evaluations of Teaching ** † 20. Mentoring / Advising / Research Supervision ** 21. Credentials of External Evaluators † 22. Responses from External Evaluators † 23. Candidate Notification from Unit Head 24. Candidate Notification from Dean 25. Letter Log of Evaluation Requests † 26. Sample Requests for Availability and Evaluation with Supporting Materials ** 27. Declines from Evaluators |
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*Signed and Dated by Candidate directly on the document
 **Initialed/dated on Signed Verification Form
 † If applicable.

Note: CV, Personal Statement, Promotion Criteria, and Sample Letter must all be seen by the candidate and dated prior to distribution to evaluators. Remainder of signed documents should be seen by the candidate and dated accordingly at least two weeks prior to unit vote.

Note for Candidates with Instructional / Mentoring responsibilities: The Teach Portfolio is request for all instructional professional-track promotions. The Teaching Portfolio should be uploaded to APA as a separate PDF.

Revised 2.2026