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			
		Yes	No	Vol.	Man.	Absent	Sum
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

1. Transmittal Form
2. Candidate Verification Form
3. Curriculum Vitae *
4. Reputation of Publication Outlets ** †
5. Personal Statement *
6. Teaching Statement *†
7. Optional COVID Impact Statement †
8. Summary Statement of Professional Achievements **
9. Optional Rejoinder from Candidate †
10. Documentation of Duties / Responsibilities
11. Unit Promotion Criteria **
12. Agreement of Modified Unit Criteria †
13. Department AEP Committee Report
14. Optional Minority Report †
15. Unit Head's Letter
16. College AEP Committee Report
17. Optional Minority Report †
18. Dean's Letter
19. Student Course Experiences Data** †
20. Peer Evaluations of Teaching ** †
21. Mentoring, Advising, and Research Supervision **
22. Credentials of External Evaluators †
23. Responses from Evaluators †
24. Candidate Notification from Unit Head
25. Candidate Notification from Dean
26. Letter Log of Evaluation Requests †
27. Sample Requests for Availability and Evaluation with Supporting Materials **
28. Declines from Evaluators

*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 Teaching Portfolio is required for all instructional professional-track promotions. The Teaching Portfolio should be uploaded to APA as a separate PDF.

Revised 6.2024