



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	Campus Address
Dean				
College APT Spokesperson				
Dept. Chair				
Dept. APT 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. Optional COVID Impact Statement † 7. Summary Statement of Professional Achievements † 8. Optional Rejoinder from Candidate † 9. Promotion Criteria † | <ol style="list-style-type: none"> 10. Agreement of Modified Unit Criteria (if applicable) † 11. Department APT Report 12. Optional Minority Report 13. Department Chair's Letter 14. College APT Report 15. Dean's Letter 16. Optional Teaching Statement † 17. Student Evaluation Data † 18. Peer Teaching Evaluations / Information † | <ol style="list-style-type: none"> 19. Mentoring / Advising / Research Supervision † 20. Credentials of External Evaluators 21. Responses from External Evaluators 22. Candidate Notification from Chair 23. Candidate Notification from Dean 24. Letter Log of Evaluation Requests 25. Sample Message Formally Requesting Evaluation † 26. Sample Message Requesting Availability † 27. Declines from Evaluators |
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† Signed and Dated by Candidate