TRANSMITTAL FORM

Appointment, Promotion, and Tenure

CANDIDATE INFORMATION

Candidate's Name	
UID Number	
Primary Unit	
Secondary Unit	
Date to Present Rank	
Present Rank	

Proposed Rank	
Type of Appointment	◯ 9 Month ◯ 12 Month
Citizenship	
Mandatory Review	◯ Yes ◯ No
New Hire	◯ Yes ◯ No

VOTING INFORMATION

TENURE HOME VOTING RECORD

	Meeting / Ltr. Date	Yes Vote	No Vote	Voluntary Abstention	Mandatory Abstention	Absent	Total
Unit APT Committee							0
Unit Head							
College APT Committee							0
Dean							

JOINT APPOINTMENT VOTING RECORD

	Meeting / Ltr. Date	Yes Vote	No Vote	Voluntary Abstention	Mandatory Abstention	Absent	Total
Unit APT Committee							0
Unit Head							
College APT Committee							0
Dean							

REVIEWER CONTACT INFORMATION

COLLEGE	
Dean Name	
Dean Email	
College APT Spokesperson	
Spokesperson Email	

TENURE HOME	
Unit Head Name	
Unit Head Email	
Unit APT Spokesperson	
Spokesperson Email	

DOSSIER ELEMENTS

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) †
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 †
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

Not Required for New Appointments
† Signed and Dated by Candidate
Note: CV and personal statement are signed directly on those documents

NEW APPOINTMENTS

For new appointments, please remember to submit both the New Faculty Appointment Information Form and the Authorization to Request Information Form. The New Faculty Information Form may be submitted in APA alongside the dossier. The Authorization to Request Information Form must be submitted as a separate action before the dossier is submitted.