



# 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

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

### Secondary Unit

		Vote Summary		Abstentions			
Joint Appointment	Meeting Date	Yes	No	Vol.	Man.	Absent	Sum
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

1. Transmittal Form 2. Candidate Verification Page 3. Curriculum Vitae † 4. Reputation of Publication Outlets † 5. Personal Statement # † 6. COVID Impact Statement (Not Required/Optional) † 7. Summary Statement of Professional Achievements # † 8. Rejoinder from Candidate (Not Required/Optional) † 9. Unit Promotion Criteria †	10. Agreement of Modified Unit Criteria (if applicable) † 11. Department APT Report 12. Minority Report (Not Required/Optional) 13. Department Chair's Letter 14. College APT Report 15. Dean's Letter 16. Teaching Statement (Not Required/Optional) † 17. Student Feedback on Course Experience † 18. Peer Teaching Evaluations / Information # †	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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# Not Required for New Appointments

† Signed and Dated by Candidate