TRANSMITTAL FORM

Professional Track Faculty Promotion

CANDIDATE INFORMATION

Candidate's Name		Present Rank	
UID Number		Proposed Rank	
Primary Unit		Type of Appointment	◯ 9 Month ◯ 12 Month
College		Effective Date	

VOTING INFORMATION

VOTING RECORD

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

REVIEWER CONTACT INFORMATION

COLLEGE		PRIMARY UNIT	
Dean Name		Unit Head Name	
Dean Email		Unit Head Email	
College AEP Spokesperson		Unit AEP Spokesperson	
Spokesperson Email		Spokesperson Email	

DOSSIER ELEMENTS

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
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

* 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.