



# Transmittal Form

## Professional Track Faculty Promotion | Instructional

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			Sum
		Yes	No	Vol.	Man.	Absent	
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

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| <ol style="list-style-type: none"> <li>1. Transmittal Form</li> <li>2. Candidate Verification Page</li> <li>3. Curriculum Vitae *</li> <li>4. Reputation of Publication Outlets ** †</li> <li>5. Personal Statement *</li> <li>6. Optional Teaching Statement *†</li> <li>7. Optional COVID Impact Statement †</li> <li>8. Unit Field Impact Statement</li> <li>9. Summary Statement of Professional Achievements **</li> <li>10. Optional Rejoinder from Candidate †</li> <li>11. Documentation of Duties / Responsibilities</li> <li>12. Unit Promotion Criteria **</li> <li>13. Department Chair's Letter</li> <li>14. Department AEP Committee Report</li> </ol> | <ol style="list-style-type: none"> <li>15. Optional Minority Report †</li> <li>16. Dean's Letter</li> <li>17. College AEP Committee Report</li> <li>18. Student Course Experience Data** †</li> <li>19. Peer Teaching Evaluations / Information** †</li> <li>20. Credentials of External Evaluators †</li> <li>21. Responses from External Evaluators †</li> <li>22. Candidate Notification from Chair</li> <li>23. Candidate Notification from Dean</li> <li>24. Other UMD Evaluator Letters †</li> <li>25. Unit Evaluator Letters †</li> <li>26. Letter Log of Evaluation Requests †</li> <li>27. Sample Letter(s) Requesting Evaluation **</li> </ol> |
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\*Signed and Dated by Candidate directly on the document

\*\*Initialed/dated on Signed Verification Form

† If applicable

Note: CV, personal Statements, 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.

The Teaching Portfolio is required but is not included in the dossier proper. The Teaching Portfolio should be uploaded to APA as a separate PDF.

Revised 10.2022