

TRANSMITTAL FORM

Professional Track Faculty Promotion / New Appointments



Candidate's Name	
UID Number	
Primary Unit	
Secondary Unit	

College	
Present Rank	
Proposed Rank	

Primary Unit		Vote Summary		Abstentions			Sum
		Yes	No	Vol.	Man.	Absent	
	Meeting Date						
Primary Unit Head							
Primary Unit Committee							
Dean							
College Committee (if applicable)							

Contact Information

	Name	Phone	Email
Unit Head			
Committee Chair			
Dean			
Dean Committee Chair			

Items to Include in the Dossier

1. Transmittal Form
 - 1a. Candidate Verification Form (optional form for documenting candidate's review of required elements)
2. Curriculum Vitae*
3. Personal Statement*
4. Unit Promotion Criteria*
5. Documentation of Duties and Responsibilities*
6. Chair's Letter
7. Department Committee Report
8. Departmental Faculty Letters (if applicable)
9. Dean's Letter
10. College Committee report (if applicable)
11. Template used for requesting evaluation letters (if applicable)
12. Evaluator Letters (if applicable)
13. Credentials of External Evaluators (if applicable)

For Candidates with Responsibilities in the Teaching/Mentoring Domain - see note below regarding Teaching Portfolio

14. Summary of student evaluations of teaching*
15. Peer evaluations of teaching*

*signed and dated by candidate

Teaching Portfolio - the teaching portfolio is required, but is not included in the dossier proper. The teaching portfolio should be loaded into the AEP system as a separate PDF.