



Tenure and Promotion: Document Transmittal Form

A. The attached material has been prepared in support of: (check all applicable)

- My application for promotion to the rank of:
- My consideration for a tenured appointment in the department of:
- I choose not to submit any material pertaining to my tenure review

Signature, Faculty Member

Date

B. Department recommendation: (as applicable)

- on Promotion: Recommended Not Recommended
- on Tenure: Recommended Not Recommended

The attached department recommendation has been prepared by faculty other than the Chairperson and was made available for review by department members including the applicant prior to forwarding through the Department Chair to the Dean. Department signatures can be found on the attached department recommendation.

C. Chair's recommendation: (as applicable)

- on Promotion: Recommended Not Recommended
- on Tenure: Recommended Not Recommended

I am forwarding to the Dean the applicant's materials, the department's recommendation, any individual recommendations from department faculty members, and my separate reactions/recommendations as department Chair. I have sent a copy of my reactions/recommendations to the applicant. I have also sent to the applicant a copy of any individual recommendations from department faculty members.

Signature, Department Chair

Date

D. Dean's recommendation: (as applicable)

- on Promotion: Recommended Not Recommended
- on Tenure: Recommended Not Recommended

I hereby forward to the Provost & Senior Vice President for Academic Affairs my recommendation concerning promoting and/or tenuring this individual, together with all materials provided by the applicant, department, and Department Chair. I have provided copies of my recommendation and the Chair's recommendation to the faculty member concerned as required by the Agreement.

Signature, Dean

Date