

**SCHOOL OF ARTS AND SCIENCES**  
**Faculty Personnel Action Sheet**

**PROPOSAL FOR PROMOTION TO RESEARCH PROFESSOR**

Name \_\_\_\_\_

Effective Date \_\_\_\_\_

Department \_\_\_\_\_

DOSSIER (21 copies) **Please paginate dossier and list page numbers before duplicating it.**

- \_\_\_\_\_ Letter from Department Chair (including exact faculty vote)
- \_\_\_\_\_ Curriculum Vitae of Candidate  
(indicate refereed articles and number of pages for each publication)  
(include grant support information when appropriate)
- \_\_\_\_\_ Personal Statement (research approaches and goals)
- \_\_\_\_\_ Distribution of Current Faculty (SAS Form 99-16)
- \_\_\_\_\_ Intramural Letters of Reference (at least 3 or report of department committee)
- \_\_\_\_\_ List of Extramural Consultants (SAS Form 99-17)
- \_\_\_\_\_ Sample Letter to Extramural Consultants
- \_\_\_\_\_ External Letters of Reference (at least 6 nominated by department  
plus 3 nominated by candidate)

\_\_\_\_\_ Equal Opportunity Compliance Statement  
(original plus 1 copy - SAS Form 99-4)

\_\_\_\_\_ Two copies of candidate's publications with SAS Form 99-20

CHAIR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_