

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

**PROPOSAL FOR APPOINTMENT TO ASSISTANT PROFESSOR**

Name \_\_\_\_\_

Highest Degree \_\_\_\_\_ Date of Degree \_\_\_\_\_

Degree Institution \_\_\_\_\_

Effective \_\_\_\_\_ for a period of \_\_\_\_\_ years

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 professional book reviews when appropriate)  
(include grant support information when appropriate)

\_\_\_\_\_ Distribution of Current Faculty (SAS Form 99-16)

\_\_\_\_\_ Intramural Letters of Reference (at least 3 or report of department  
search committee)

\_\_\_\_\_ External Letters of Reference - at least 3 including  
\_\_\_\_\_ Letter of academic promise from dissertation supervisor

\_\_\_\_\_ Equal Opportunity Compliance Statement  
(original plus 1 copy - SAS Form 99-3)

\_\_\_\_\_ Certification of English Fluency in the Classroom (SAS Form 99-6)

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

DATE \_\_\_\_\_