

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

**PROPOSAL FOR PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE**

Name \_\_\_\_\_

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

Department \_\_\_\_\_

DOSSIER (15 copies)

**Please paginate dossier and list page numbers before duplicating it.**

- \_\_\_\_\_ Letter from Department Chair: (including exact faculty vote)
- \_\_\_\_\_ Intramural Letters of Reference: (at least 3 or report of department committee)
- \_\_\_\_\_ Distribution of Current Faculty: (SAS Form 99-16)
- \_\_\_\_\_ Curriculum Vitae of Candidate:  
 (indicate refereed articles and number of pages for each publication)  
 (include grant support information when appropriate)  
 (include Department's list of significant journals in the field)  
 (include professional book reviews when appropriate)
- \_\_\_\_\_ Personal Statement: (teaching and research - approaches and goals)
- \_\_\_\_\_ Teaching Chronicle (SAS Form 99-15)
- \_\_\_\_\_ Teaching Evaluations
- \_\_\_\_\_ List of Extramural Consultants: (SAS Form 99-17)
- \_\_\_\_\_ External Letters of Reference:  
 (at least 6 nominated by department, plus 3 nominated by candidate)
- \_\_\_\_\_ Sample Letter to Extramural Consultants: (SAS Form 99-18)

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

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

DATE \_\_\_\_\_