

SCHOOL OF ARTS AND SCIENCES
Faculty Personnel Action Sheet

**PROPOSAL FOR APPOINTMENT TO PROFESSOR OR ASSOCIATE PROFESSOR
WITH TENURE**

Name _____
 who currently holds the rank of _____
 at _____
 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 (report of department search committee
or at least 3 intramural letters)
- _____ 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 99-19 or 99-18)

- _____ Two copies of candidate's publications with SAS Form 99-20
- _____ Certification of English Fluency in the Classroom (SAS Form 99-6)

CHAIR'S SIGNATURE _____

DATE _____