

SCHOOL OF ARTS AND SCIENCES**Faculty Personnel Action Sheet****PROPOSAL FOR APPOINTMENT/REAPPOINTMENT/PROMOTION
IN THE ASSOCIATED FACULTY**

_____ Adjunct Professor	_____ Visiting Professor
_____ Adjunct Associate Professor	_____ Visiting Associate Professor
_____ Adjunct Assistant Professor	_____ Visiting Assistant Professor
_____ Artist-in-Residence	
_____ Practice Associate Professor	_____ Practice Professor

Name _____

Highest Degree _____ Date _____

Submitted by Department of _____

RECOMMENDED ACTION:

Appointment _____ Reappointment _____ Promotion _____

To the rank of _____

For a term of _____ years beginning _____

DOSSIER FOR APPOINTMENT/PROMOTION (3 copies) Please paginate dossier and list page numbers before duplicating it.

_____ Letter from Department Chair (including exact vote)
 _____ Curriculum Vitae of Candidate
 _____ External Letters of Reference (at least 2; 3 for Artist-in-Residence)

_____ Certification of English Fluency in the Classroom (for appointments) (SAS Form 99-6)
 _____ Online Equal Opportunity Compliance completed (for Artist-in-Residence and Practice Faculty)

DOSSIER FOR REAPPOINTMENT (3 copies) Please paginate dossier and list page numbers before duplicating it.

_____ Letter from Department Chair (including exact vote and describing candidate's contribution to department during current appointment, including documentation of teaching where appropriate)
 _____ Curriculum Vitae of Candidate
 _____ Intramural or External Letters of Reference (at least 2)
 _____ Teaching Chronicle (SAS form 99-15) for Artist-in-Residence and Practice Faculty
 _____ Teaching Evaluations (for Artist-in-Residence and Practice Faculty)

CHAIR'S SIGNATURE _____

DATE _____