Transmittal for Probationary (Untenured) Associate or Full Professor (“Q” Appointees)

In accordance with Provost Communication 5, please complete this transmittal for all probationary associate or full professor appointments and submit to the Office of the Provost.

Unit Requesting Review:

College:

Date:

# Candidate

Name of Candidate:

Current Title:

Current Institution:

# Terms

Proposed Title:

Proposed beginning date of appointment:

Proposed Salary:

Proposed term of “Q” contract:

# Process

How was candidate identified:

Search

OEOA Waiver Granted

# Attachments

1. Candidate’s current curriculum vitae
2. Statement from the UEO that outlines the following: (a) evaluates the candidate's research accomplishments and standing in the field, (b) describes the candidate's effectiveness as a teacher, (c) addresses any weaknesses in the supporting materials, and (d) explains why the appointment is appropriate as a "Q" instead of an advanced assistant professor (e.g., tenure code 4).
3. All letters of reference received concerning the candidate if the individual is to be hired externally.

# Approvals

(For members who have joint appointments, recommendations must be approved by all units.)

Department

School

College

## Provost Approval

Provost or Designee

Date