

# Information Sheet for Promotion to Associate Professor

Faculty Name: \_\_\_\_\_ College: \_\_\_\_\_ Department: \_\_\_\_\_

Year of Tenure-Track Hire: \_\_\_\_\_ Terminal Degree: \_\_\_\_\_ Year Terminal Degree Obtained: \_\_\_\_\_

Service Credit Awarded: \_\_\_\_\_ Year Eligible for Awarding of Tenure (normally 6 years after year of hire): \_\_\_\_\_

Current Probationary Year: \_\_\_\_\_

## **SUPPLEMENTARY MATERIALS (Physical Description: quantity, color, titles, etc.)**

Binder(s): \_\_\_\_\_  Other (accordion files, file boxes, books, bins, crates, etc.)

\_\_\_\_\_ binder(s) \_\_\_\_\_ color

\_\_\_\_\_ binder(s) \_\_\_\_\_ color

\_\_\_\_\_ binder(s) \_\_\_\_\_ color

## **RECOMMENDATIONS AND FACULTY RESPONSE**

**Committee Recommendation:**  in favor  opposed  split decision

Committee Chair signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Committee report date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

**Chair's Recommendation:**  in favor  opposed

Chair's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's letter date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

**Dean's Recommendation:**  in favor  opposed

Dean's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's letter date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

**COLLEGE: SUBMIT COMPLETED DOSSIER ORIGINAL PLUS 8 COPIES TO FACULTY AFFAIRS  
PLEASE SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE**

Date Received in Faculty Affairs: \_\_\_\_\_

## **INSTRUCTIONS**

The following materials must be included for those faculty seeking promotion to Associate Professor in the order shown below:

- (1) Information Sheet for Promotion to Associate Professor
- (2) Candidate's letter of rebuttal (if applicable) to College Dean's recommendation
- (3) College Dean's recommendation
- (4) Candidate's letter of rebuttal (if applicable) to Chair's/Director's recommendation
- (5) Chair's/Director's recommendation
- (6) Candidate's letter of rebuttal (if applicable) to H RTP Committee's recommendation
- (7) H RTP Committee's recommendation
- (8) Candidate's Curriculum Vitae (CV)
- (9) Candidate's Self Statement/Narrative
- (10) Index to Working Personnel Action File Binders
- (11) Working Personnel Action File Binders (Supplemental Materials)

Rev. Fall 2016