

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

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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.**  
**Approval of this form acts as a search waiver.**

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 (circle one):

Search

OEOA waiver granted

**ATTACHMENTS**

Candidate’s current curriculum vitae

Statement from the unit executive officer evaluating the candidate’s credentials, accomplishments and standing in the field of scholarship summarizing the strengths of the case, addressing any weaknesses in the supporting material and explaining why the appointment is appropriate on a “Q” basis.

All letters of reference received concerning the candidate, if the individual is to be hired externally.

Candidate’s effectiveness as a teacher. Letters of reference may speak to the individual’s ability to teach.

**APPROVALS**

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

Department \_\_\_\_\_ School \_\_\_\_\_ College \_\_\_\_\_

Provost Approval: \_\_\_\_\_  
Provost or Designee \_\_\_\_\_ Date \_\_\_\_\_