

Transmittal for Stage 2 Approval for TOP

In accordance with Provost Communication 7, please complete this transmittal and **submit the original packet, plus six copies.** Approval of this form will act as a search waiver.

Unit(s) requesting review: _____ College: _____ Date: _____

Unit(s) requesting review: _____ College: _____ Date: _____

REQUESTING APPROVAL FOR:

CANDIDATE

Name of candidate: _____

Current title: _____ Current institution: _____

Racial-Ethnic identity of candidate: _____

TERMS

Proposed title: _____

Proposed beginning date of appointment: _____

Proposed salary: \$ _____ Proposed campus commitment: \$ _____

Votes of Faculty Committees for tenured appointments

Department: For Promotion _____ Against Promotion _____ Abstained _____

School: For Promotion _____ Against Promotion _____ Abstained _____

College: For Promotion _____ Against Promotion _____ Abstained _____

APPROVALS

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

Department _____ School _____ College _____

Department _____ School _____ College _____

Provost Approval: _____

Provost or Designee

Date

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 how the appointment will strengthen the appointing unit and the University of Illinois.

Three letters of reference for non-tenured appointments.

Tenure Only:

Sample copy of letter used to invite letters of reference from distinguished external commentators.

Descriptions of qualifications of the external reviewers. Include name, affiliation, why the person is qualified to serve as a referee, and whether selected by the nominee or the unit.

All letters received from authorities who can evaluate the candidate's qualifications for a faculty appointment at the University. The packet should contain no fewer than four letters.

Evidence of teaching effectiveness. Evidence on and critical evaluations of the candidate's effectiveness as a teacher and mentor of students. Reference may be made to commentary in external letters, awards, and scores from formal teaching evaluations as appropriate.