

Transmittal for Dual Career Academic Couples Program

In accordance with Provost Communication 8, please complete this transmittal and **submit the original packet** (see **list of required attachments below**), **plus four copies for tenured positions and one copy for non-tenured positions. Approval of this form acts as a search waiver.**

Date: _____

Due to the Recruitment / Retention (circle one) of:

Name: _____

Current or Proposed Title at UIUC: _____

Employment Unit(s): _____

Approval and Support is sought to hire:

Name of candidate: _____

Current title: _____ Current institution: _____

Proposed title: _____

Proposed beginning date of appointment: _____

Proposed employment unit(s) and percentage of appointment: _____

Proposed Salary: _____

Unit: _____ Salary Support Commitment: _____

Unit: _____ Salary Support Commitment: _____

Request for Campus Salary Support Commitment: _____

Votes of Faculty Committees for tenured appointments

Department: For Tenure _____ Against Tenure _____ Abstained _____

School: For Tenure _____ Against Tenure _____ Abstained _____

College: For Tenure _____ Against Tenure _____ Abstained _____

Approvals/Signatures

First Unit (initial faculty member/recruit):

Department _____ School _____ College _____

Second Unit (partner for whom this approval is sought):

Department _____ School _____ College _____

Provost Approval: _____

Provost or Designee

Date

ATTACHMENTS

Candidate's current curriculum vitae

Statement from second unit, summarizing the strengths of the case, addressing any weaknesses apparent in the supporting material, and explaining why the appointment will strengthen the unit.

Statement from first unit, indicating the need to attract the second partner to ensure success in the recruitment or retention of the first partner.

All letters received from authorities who can evaluate the candidate's qualifications for proposed appointment at the University.

If tenure is proposed, the following items are also needed:

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.

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.