Provost Comm. 3 - Transmittal for Executive Officer Appointments

In accordance with Provost Communication 3, please complete this transmittal for all executive officer appointments and submit to the Office of the Provost for processing.

Organization Code:

College Name or Administrative Unit:
College Code (2 character field): 

Proposed Appointee

*Proposed Appointee: 
Proposed Title: 
*Proposed Date of Appointment: 
*Proposed Salary
Proposed Administrative increment if Applicable: 

Contact

Contact for additional information?
*Name: 
*Email: 
*Phone: 

Attachments

Please make sure the following items have been uploaded under the 'Activity' tab:
- Candidate’s current curriculum vitae
- Statement evaluating the candidate’s qualifications and the reasons for the selection.
- Copies of all letters of reference received concerning the candidate, if the individual is to be hired externally. If an internal appointment or an interim or acting executive officer appointment is proposed, letters of reference are not required.
If you have questions, please contact the Office the Provost at provost@illinois.edu or call 217-333-6677 M-F 8:30 a.m. - 5:00 p.m.