Transmittal for
Probationary (Untenured) Associate or
Full Professors ("Q" Appointees)

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.

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 UEO that outlines the following: (a) evaluates the candidate's research accomplishments and standing in the field, (b) describes the candidate's effectiveness as a teacher, (c) addresses any weaknesses in the supporting materials, and (d) explains why the appointment is appropriate as a "Q" instead of an advanced assistant professor (e.g., tenure code 4).
☐ All letters of reference received concerning the candidate, if the individual is to be hired externally.

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

Department_______________________ School____________________ College_____________________

Provost Approval: _____________________________________________________________
   Provost or Designee                        Date