

**TRANSMITTAL FOR
NAMED FACULTY APPOINTMENT**

Date _____

Name _____

College _____

Department _____

Proposed Title _____

Internal/External _____

Effective Date _____ Term of appointment _____

Endowment Funding:

\$ _____ Toward Salary

\$ _____ Discretionary Funds (annual)

APPROVALS:

Department: _____ Date _____

Typewritten Name: _____

College: _____ Date _____

Typewritten Name: _____

Provost Approval: _____ Date _____

Provost or Designee

Attachments:

- Cover Memo/Letter with summary of case from Unit Head
 - Prerequisites of the named appointment
 - Description of the process used for selection
 - Case for distinction
- Updated curriculum vitae
- Qualifications of the external authorities
- Letters from external authorities
- Gift agreement or charter document for the named position