

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