 APPENDIX B

Dossier Transmittal Form

Tenure, Promotion, Contract Renewal, or Continuous Employment

**Part A: Faculty applicant will complete this top portion.**

|  |  |
| --- | --- |
| **Requested Information** | **Responses** |
| Name |   |
| Department |   |
| Terminal Degree |   |
| College/School/Unit |   |
| Current Rank |   |
| Initial Rank |   |
| Date of Initial Rank |   |
| Yrs. Granted on Tenure Clock at Hire |   |
| Yrs. Paused on Tenure Clock |   |
| Promotion Requested? |   |
| Tenure Requested? |   |
| Continuous Employment Requested? |   |
| Contract Renewal Requested? |   |
| Date of Last Promotion |   |
| Proposed Rank |   |

**Part B: Dossier Reviewers will complete applicable portion in this bottom section.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommending Unit** | **Tenure1, Contract Renewal, or****Continuing Employment** **Yes or No** | **Promotion2****Yes or No** | **Electronic Signature** | **Date** |
| Department Committee |   |   |   |   |
| Department Chair |   |   |   |   |
| College/School/Unit |   |   |   |   |
| Dean |   |   |   |   |
| University Committee |   |   |   |   |

1 The term “tenure” is used as a shorthand in this document. For tenure-track faculty, it refers to tenure (with simultaneous promotion to rank of Associate Professor); for clinical-track faculty, it refers to continuous employment (with simultaneous promotion to rank of Associate Professor); for lecturers and clinical instructors, it refers to post-probationary multi-year contracts.

2 For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For Lecturers, promotion shall be to the rank of Lecturer II or Senior Lecturer.