Transmittal from Unit: Submission of Paper Dossiers

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Unit Process Materials:

Meeting Agenda \_\_\_\_\_\_\_

Minutes \_\_\_\_\_\_\_

Candidate Waiver Form (if executed) \_\_\_\_\_\_\_

Post-meeting comments (signed) \_\_\_\_\_\_\_

Required Unit Recommendation Materials:

Unit Recommendation Report (original and pdf. copy for posting)

original: \_\_\_\_\_\_ pdf.:\_\_\_\_

Report of Faculty Unit Vote (original and pdf. copy for posting)

original (must be signed):\_\_\_\_\_\_ pdf.(signed or unsigned):\_\_\_\_\_

Required Candidate Materials:

Vita (original and pdf. copy for posting)

original:\_\_\_\_\_\_\_ pdf.:\_\_\_\_

Self evaluation/Personal Statement (original and pdf. copy for posting)

original:\_\_\_\_\_\_\_ pdf.:\_\_\_\_

For probationary faculty reviews: copies of annual FARs and written performance summaries: (original and pdf. copy for posting)

original:\_\_\_\_\_\_\_ pdf signed).:\_\_\_\_

*Note: For each candidate, the electronic pdf. copies of all the Unit Recommendation Materials and all the Candidate Materials must be merged into a single pdf. document*.

Other Materials (list submissions):

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Unit Head Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_