

Dossier Transmittal Form

Tenure1, Promotion2, Continuous Employment, or Contract Renewal

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | enter text here | Terminal Degree(s): | enter text here |
| Department/Division: | enter text here | College/School/Unit: | enter text here |
| Initial Rank: | enter text here | Date of Initial Rank: | enter date as MM/DD/YYYY |
| Current Rank: | enter text here | Years Granted on Tenure Clock at Hire: | enter # of years  |
| Promotion Requested | enter yes or no | Date of Last Promotion: | enter date as MM/DD/YYYY |
| Tenure Requested: | enter yes or no  | Pause in Tenure Clock  | enter # of approved years  |
| Continuous Employment Requested:  | enter yes or no | Proposed Rank: | enter text here |
| Contract Renewal: | enter yes or no |  |  |

**Recommendations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tenure1  Continuous Employment or Contract Renewal | Promotion2 | Signature | Date |
| Department Committee | □ Yes □ No | enter yes or no |  |  |
| Department Chair | □ Yes □ No | enter yes or no |  |  |
| College/School/Unit Committee | □ Yes □ No | enter yes or no |  |  |
| Dean | □ Yes □ No | enter yes or no |  |  |
| University Committee | □ Yes □ No | enter yes or no |  |  |

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 senior lecturer.