**Candidate:**

**School(s):**

**Departments:**

**Proposed for appointment as:**

** professor**

 with tenure

 tenure track

 non-tenure track

** associate professor**

 with tenure

 tenure track

 non-tenure track

** assistant professor**

 tenure track

 non-tenure track

** instructor, pending completion of Ph.D.** (to be converted to assistant professor upon receipt of terminal degree)

** senior instructor**

** instructor**

**Effective date of appointment:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is candidate eligible to work in U.S.?**  \_\_\_\_\_\_\_\_\_\_\_

(If candidate is not a U.S. citizen or permanent resident, board approval will be conditioned upon timely approval of appropriate visa status by the Immigration and Naturalization Service.)

Attachments (mark or explain absence):

 Dean’s recommendation

 Dean’s recommendation (if appointment is between two schools)

 Department chair’s nomination

 Department chair’s nomination

 Draft offer letter that describes salary and other financial arrangements. Offer letter to be signed by both deans if appointment is between schools.

 Vote from each appointing department or faculty (if faculty is not organized into departments)

 Vote from the faculty Committee on Appointments, Promotions and Tenure (if required by school’s bylaws)

 Candidate’s curriculum vitae

 Reference letters (6 for professor or associate professor; 3 for assistant professor; 2 for instructor/senior instructor)

 Proof of terminal degree and/or professional degree (transcript, copy of diploma, letter from registrar of granting institution, etc.)

 Affirmative Action approval dated:

**For provost’s office use:**

Vice Provost Approval: Date:

Date of trustee meeting: