

SCHOOL OF ARTS AND SCIENCES
Faculty Personnel Action Sheet

**PROPOSAL FOR APPOINTMENT TO RESEARCH PROFESSOR
OR RESEARCH ASSOCIATE PROFESSOR**

Name _____
who currently holds the rank of _____
at _____
Effective Date _____
Department _____

DOSSIER (21 copies) Please paginate dossier and list page numbers before duplicating it.

- _____ Letter from Department Chair (including exact faculty vote)
- _____ Curriculum Vitae of Candidate
(indicate refereed articles and number of pages for each publication)
(include grant support information when appropriate)
- _____ Distribution of Current Faculty (SAS Form 99-16)
- _____ Intramural Letters of Reference (at least 3 or report of department
search committee)
- _____ List of Extramural Consultants (SAS Form 99-17)
- _____ Sample Letter to Extramural Consultants
- _____ External Letters of Reference
(at least 6 nominated by department, plus 3 nominated by candidate)

- _____ Equal Opportunity Compliance Statement
(original plus 1 copy - SAS Form 99-3)
- _____ Two copies of candidate's publications with SAS Form 99-20
- _____ Certification of English Fluency in the Classroom (SAS Form 99-6)

CHAIR'S SIGNATURE _____

DATE _____