

## Transmittal for Stage 2 Approval for Faculty Excellence

In accordance with Provost Communication 4, please complete this transmittal and **submit the original to the Office of the Provost. Approval of this form will act as a search waiver.**

Unit(s) requesting review: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Unit(s) requesting review: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUESTING APPROVAL FOR:

#### CANDIDATE

Name of candidate: \_\_\_\_\_

Current title: \_\_\_\_\_ Current institution: \_\_\_\_\_

#### TERMS

Proposed title: \_\_\_\_\_

Proposed beginning date of appointment: \_\_\_\_\_

Proposed salary: \$ \_\_\_\_\_ Proposed campus commitment: \$ \_\_\_\_\_

#### Votes of Faculty Committees for tenured appointments

Department: For Tenure \_\_\_\_\_ Against Tenure \_\_\_\_\_ Abstained \_\_\_\_\_

School: For Tenure \_\_\_\_\_ Against Tenure \_\_\_\_\_ Abstained \_\_\_\_\_

College: For Tenure \_\_\_\_\_ Against Tenure \_\_\_\_\_ Abstained \_\_\_\_\_

#### APPROVALS

(For members who have joint appointments, recommendations must be approved by all units.)

Department \_\_\_\_\_ School \_\_\_\_\_ College \_\_\_\_\_

Department \_\_\_\_\_ School \_\_\_\_\_ College \_\_\_\_\_

Provost Approval: \_\_\_\_\_  
Provost or Designee Date

## **ATTACHMENTS**

Candidate's current curriculum vitae

Statement from the unit executive officer evaluating the candidate's credentials, accomplishments and standing in the field of scholarship summarizing the strengths of the case, addressing any weaknesses in the supporting material and explaining how the appointment will strengthen the appointing unit and the University of Illinois.

Three letters of reference for non-tenured appointments.

### **Tenure Only:**

Sample copy of letter used to invite letters of reference from distinguished external commentators.

Descriptions of qualifications of the external reviewers. Include name, affiliation, why the person is qualified to serve as a referee, and whether selected by the nominee or the unit.

All letters received from authorities who can evaluate the candidate's qualifications for a faculty appointment at the University. The packet should contain no fewer than four letters.

Evidence of teaching effectiveness. Evidence on and critical evaluations of the candidate's effectiveness as a teacher and mentor of students. Reference may be made to commentary in external letters, awards, and scores from formal teaching evaluations as appropriate.