

Transmittal for  
Probationary (Untenured) Associate or  
Full Professors ("Q" Appointees)

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In accordance with Provost Communication 5, please complete this transmittal for all probationary associate or full professor appointments and **submit to the Office of the Provost.**

Unit requesting review: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

**CANDIDATE**

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

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

**TERMS**

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

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

Proposed salary: \$ \_\_\_\_\_ Proposed term of "Q" contract: \_\_\_\_\_

**PROCESS**

How was candidate identified (circle one):

Search                      OEOA waiver granted

**ATTACHMENTS**

- ☐ Candidate's current curriculum vitae
- ☐ Statement from the UEO that outlines the following: (a) evaluates the candidate's research accomplishments and standing in the field, (b) describes the candidate's effectiveness as a teacher, (c) addresses any weaknesses in the supporting materials, and (d) explains why the appointment is appropriate as a "Q" instead of an advanced assistant professor (e.g., tenure code 4).
- ☐ All letters of reference received concerning the candidate, if the individual is to be hired externally.

**APPROVALS**

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

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

Provost Approval: \_\_\_\_\_

Provost or Designee

Date