### 2021-2022 UNIT A TRANSMITTAL SHEET
Retention, Promotion, Tenure

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department/School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Rank:</td>
<td>Date Rank Awarded:</td>
</tr>
<tr>
<td>PY Status (if applicable):</td>
<td>Date Tenure Awarded (if applicable):</td>
</tr>
<tr>
<td>Date of Initial WIU Appointment:</td>
<td>Full Time Years at WIU (include this year):</td>
</tr>
</tbody>
</table>

**Highest Degree Held:**

Does it meet departmental/school tenure requirement?  
☐ Yes  ☐ No

**Status Requested:**
- Retention
- Tenure
- Promotion to Associate Professor
- Promotion to Professor

- **Faculty Applying for Both Tenure and Promotion to Associate Professor:**
  Check both boxes above. Faculty need only submit one portfolio for both personnel actions, and only one transmittal sheet is required.

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**DEPARTMENT/SCHOOL PERSONNEL COMMITTEE RECOMMENDATION:**

Recommended ☐  Not Recommended ☐  

Department/School Personnel Committee Chair Signature

Applicant Signature*  
Date of Transmittal to Department Chair/School Director

**DEPARTMENT/SCHOOL CHAIR RECOMMENDATION:**

Recommended ☐  Not Recommended ☐  

Department Chair/School Director Signature

Applicant Signature*  
Date of Transmittal to Dean or College Personnel Committee

**COLLEGE PERSONNEL COMMITTEE RECOMMENDATION:**

Recommended ☐  Not Recommended ☐  

College Personnel Committee Chair Signature  
Date of Transmittal to Dean/Director

**DEAN RECOMMENDATION:**

Recommended ☐  Not Recommended ☐  

Dean/Director Signature  
Date of Transmittal to Academic Vice President

**UNIVERSITY PERSONNEL COMMITTEE RECOMMENDATION:**

Recommended ☐  Not Recommended ☐  

University Personnel Committee Chair/Vice Chair Signature  
Date of Transmittal to Academic Vice President

*Applicant signature denotes only that the applicant has read the DPC/chair recommendations and narratives. Do not sign at time of initial submission of application.