

2009-2010 TRANSMITTAL SHEET
Retention, Promotion, Tenure, and Professional Achievement Award (old PAA Cycle A)

Name: _____ Department/Unit: _____
Present Rank: _____ Date Rank Awarded: _____
PY Status (if applicable): _____ Date Tenure Awarded (if applicable): _____
Date of Initial WIU Appointment: _____ Full Time Years at WIU (include this year): _____
Year Last PAA Awarded (if applicable): _____
Highest Degree Held: _____ Does it meet departmental tenure requirement? Yes No

Status Requested:
 Retention Promotion to Assistant Professor
 Tenure Promotion to Associate Professor
 Professional Achievement Award (old Cycle A) 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.

If applying for PAA, check your two areas for evaluation:
 Teaching (REQUIRED) Scholarly/Professional Activity Service

Received by _____ Date _____
(Department Chair)

DEPARTMENT PERSONNEL COMMITTEE RECOMMENDATION:

Recommended Not Recommended _____
Chair, Department Personnel Committee

Applicant Signature* Date of Transmittal to Department Chair

DEPARTMENT CHAIR RECOMMENDATION:

Recommended Not Recommended _____
Department Chair

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

COLLEGE PERSONNEL COMMITTEE RECOMMENDATION: [Only if there is a negative recommendation by DPC or department chair]

Recommended Not Recommended _____
Chair, College Personnel Committee

Date of Transmittal to Dean/Director

DEAN RECOMMENDATION:

Recommended Not Recommended _____
Dean/Director

Date of Transmittal to Academic Vice President

UNIVERSITY PERSONNEL COMMITTEE RECOMMENDATION: [Only if there is a negative recommendation at one or more of the four previous levels]

Recommended Not Recommended _____
Chair/Vice Chair, University Personnel Committee

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.