

2021-2022 UNIT A TRANSMITTAL SHEET

Retention, Promotion, Tenure

Name:
Present Rank:
PY Status (if applicable):
Date of Initial WIU Appointment:

Department/School:
Date Rank Awarded:
Date Tenure Awarded (if applicable):
Full Time Years at WIU (include this year):

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.

Received by _____ Date _____
(Department Chair/School Director)

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

[Only if there is a negative recommendation
by DPC or department chair/school director]

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:

[Only if there is a negative recommendation
at one or more of the four previous levels]

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.*