

I. Dept. Personnel Committee

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Sent to Chair on _____

II. Chair

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Sent to Dean's Office on _____

III. Peer Group Committee

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Offered to Dean on _____

IV. Dean

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant.
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Sent to the Provost on _____

V. Provost

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Sent to the President on _____

V. President

Items received

- Cover Letter (required)
- Reflective Essay (required)
- Documentation - Determined by the applicant
- Please check the kind(s) of documentation provided.
- Syllabi Letters of recommendation
- CTEs Other: _____
- Observations _____

Notified Advancement agencies and applicant on _____

