

RECOMMENDATION FOR TRANSFER OF PRIMARY FACULTY
APPOINTMENT

Faculty member: _____

Proposed for transfer to Department of _____

In the School of _____

Rank and tenure status: _____

Transfer to become effective: _____

Attachments (mark if not applicable or explain if omitted for other reason):

- Dean's recommendation
- Department chair's nomination
- Draft offer letter, if applicable. If offer letter does not explain salary, enclose other statement explaining salary source.
- Report of vote from the department faculty and/or Committee on Appointments, Promotions, and Tenure, in accord with faculty bylaws
- Request for transfer from candidate to prospective department chair or dean
- Acknowledgement of transfer from chair of faculty member's current department
- Faculty member's curriculum vitae

For provost's office use:

Approve: _____ Provost

Approve: _____ President for transfer of tenured position

Board of trustees (for transfer of tenure): _____