Attachment D-1A – Department Letter Cover Sheet

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DEPARTMENTAL RECOMMENDATION | | | | | | | | | | | | | | | | | | | |
| Appointment for | | | | | | | | | | | | | | | | | | | |
| In the Department of | | | | | | | | | | | | | | | | | | | |
| Department Meeting Date: | | | | | | |  | | | Date Letter prepared: | | | |  | | Date(s) Revised: | | |  |
| **PRESENT STATUS**  (Include current full title with step including o/s if applicable. Include other titles being reviewed if applicable). | | | | | | | | | | | | | | | | | | | |
| **Rank & Step:** | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **DEPARTMENTAL RECOMMENDATION**  (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate “Against” or “No Change”). | | | | | | | | | | | | | | | | | | | |
| **For**: |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **VOTE(S)**  **(**Multiple ranks and steps may be proposed in which case all votes must be recorded unless vote for the highest step is unanimous. Add/delete Sections as needed. Include reasons for minority votes in narrative below.) | | | | | | | | | | | | | | | | | | | |
| **Rank & Step:** | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| #Eligible: | | | | | For: | | | | Against: | | | | Abstain: | | Not Voting/Unavailable: | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **DEAN’S RECOMMENDATION**  (Deans may not simply concur in accelerated merit cases or in merit recommendations where there is a split departmental vote, or where there is not a clear majority (i.e. a +2-3 vote). | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Concur with Departmental Recommendation. | | | | | | | | | | Dean’s approval: | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | Date: | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | |
| **During the review period, Sabbatical Leave Reports (APM 740-97) are**: | | | | | | | | | | | | | | | | | | | |
| Not Due: | | | On file and available upon request: | | | | | | | | | Not on file (include explanation): | | | | | N/A: | | |
| **During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken**: | | | | | | | | | | | | | | | | | | | |
| Yes: | | Start Date: | | | |  | | End Date: | | |  | | | No: | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

**THE VOTE**

**THE SEARCH AND SELECTION PROCESS**

**LETTER and LETTER WRITERS**

**RESEARCH**

**TEACHING**

**SERVICE**

**SUMMARY**

Sincerely,

Professor and Chair

Department of