Attachment D-1A – Department Letter Cover Sheet

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| 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