**Queens College Appointment, Tenure, and Promotion Process-CLT’s**

**COVER PAGE**

Version 2014.7.9

*Administrative Use Only - Not to Be Seen by Candidate*

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments (in this order):

Candidate’s Curriculum Vitae Page (\_\_)

Candidate’s Personal Statement Page (\_\_)

Confidential Department Reports (in this order)

Departmental Vote\* Page (\_\_)

Report of Department P&B Committee\* Page (\_\_)

Chair’s Report\* Page (\_\_)

Example of Reviewer Solicitation Letter\* Page (\_\_)

Information about Reviewers and their Selection\* Page (\_\_)

Reviewer Letters\* Page (\_\_)

***\* Confidential; not to be seen by candidate***

**DEPARTMENTAL RECOMMENDATION**

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECOMMENDATION FOR**

\_\_Initial Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective date: \_\_\_\_\_\_\_\_\_\_

\_\_Reappointment with Tenure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective date: \_\_\_\_\_\_\_\_\_\_

\_\_Promotion to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective date: \_\_\_\_\_\_\_\_\_\_

Present Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Personnel and Budget Committee Vote:

Number for: \_\_\_\_\_\_\_\_\_\_\_ Against: \_\_\_\_\_\_\_\_\_\_\_

If not total of five votes, state why:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department Chair)

Date Submitted to Board of Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(To be filled in by Human Resources Office)*

**REPORT OF DEPARTMENT PERSONNEL AND BUDGET COMMITTEE**

See Section 1.1.1 of the *Procedures for Tenure and Promotion* for information on the preparation and content of the department P&B report.

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 **CHAIR'S REPORT**

See Section 1.1.2 of the *Procedures for Tenure and Promotion* for information on the preparation and content of the chair’s report.

**EXTERNAL REVIEWER LETTERS**

See Section 1.1.3 of the *Procedures for Tenure and Promotion* for information on the selection of reviewers and information to be provided about them. Note that a sample copy of the letter of solicitation sent to the reviewers must be included in this report.