

**Appointment, Promotion and Tenure Process Reporting**

As decisions are made during the promotion, tenure, and appointment review process for university and distinguished professor each year, summary data should be collected for submission to the Office of the Vice Chancellor for Academic Affairs. Two items as described below should be submitted no later than February 15 or the first working day thereafter.

1. Complete the attached forms to report the negative recommendations for promotion, tenure, and appointment. Indicate separately for each category of negative recommendations (tenure, promotion, and appointment to university or distinguished ranks) and separately for each person (not to be identified by name or department) at what stage of the review process each negative recommendation occurred and at what stage the person withdrew from the process if that were the case. For example,

**NEGATIVE RECOMMENDATIONS FOR TENURE**

College or School ABC Spring of 1997

	DEPT. COMM.	DEPT. CHAIR	TENURED FACULTY COMMITTEE	COLLEGE COMM.	DEAN	PROVOST	CHANCELLOR
ONE	X (W/D)						
ONE			X (W/D)				
ONE				X	X	X	X

2. Complete the attached form to provide a listing of all new faculty appointees (or any faculty members) who have been granted tenure since the last report (for the previous academic year) except those who were approved for tenure during the previous regular review cycles. List by name, rank, department, date of hire, date of tenure, and highest degree completed. This listing is only for those granted tenure with initial appointment or in other special circumstances apart from the normal review cycle.