

REQUEST FOR ACADEMIC PERSONNEL ACTION: FIXED-TERM PROMOTION

No written notification may be given to the individual until the process has been completed and the Provost has notified the Dean.

TO BE COMPLETED BY THE DEAN OR UNIT CHAIR

| | | | |
|--|---|--|------|
| NAME OF INDIVIDUAL (PeopleSoft name) | RANK (Rank from ACD505-02 or ACD505-03 only and no administrative titles) | ASU ID | DATE |
| COLLEGE (No acronyms) | | UNIT (No acronyms) | |
| CLASSIFICATION (Please check one): <input type="checkbox"/> FACULTY (See ACD505-02 for titles that fall within this classification) <input type="checkbox"/> ACADEMIC PROFESSIONAL (See ACD505-03 for titles that fall within this classification) | | TYPE OF APPOINTMENT (Please check one): <input type="checkbox"/> FISCAL <input type="checkbox"/> ACADEMIC DATE APPOINTED TO CURRENT RANK (Example: if candidate is currently at the associate rank, use the date appointed at the associate rank): | |

ACTION REQUESTED

| | |
|---|-----------------------------|
| <p>1. Below, select the button applicable to the individual named above. 2. Within that section, click on the arrow to select the appropriate action from the drop-down menu. 3. If an individual is seeking TWO ACTIONS, check this box <input type="checkbox"/> and complete and submit a separate form for each action requested (e.g., multi-year renewal and promotion for fixed-term faculty).</p> | |
| Fixed-Term Faculty | Action under consideration: |
| Fixed-Term Academic Professionals | Action under consideration: |

RECOMMENDATIONS

| Recommendation Of | Approve | Deny | Signature (Committee chair where appropriate) | Date |
|----------------------------------|---------|------|--|------|
| Unit Committee | | | | |
| Center/Institute Director | | | | |
| Unit Chair/Director | | | | |
| College Committee | | | | |
| College Dean | | | | |
| University Committee | | | | |
| University Provost | | | | |

NOTES

UNIVERSITY ACTION

| | |
|---------------------------|-------------|
| DATE DECISION LETTER SENT | VERIFIED BY |
|---------------------------|-------------|