

REQUEST FOR ACADEMIC PERSONNEL ACTION

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	RANK (Rank from ACD505-02 or ACD505-03)	ASU ID	DATE
COLLEGE	UNIT (No acronyms; Leave blank if not applicable)		
CLASSIFICATION (Please check one): <input type="radio"/> FACULTY (see ACD505-02 for titles that fall within this classification)	TRACK START DATE		
<input type="radio"/> ACADEMIC PROFESSIONAL (see ACD505-03 for titles that fall within this classification)	LAST ACADEMIC PERSONNEL ACTION ACADEMIC YEAR OF ACTION REVIEWED		

ACTION REQUESTED

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 ☐ and complete and submit a separate form for each action requested (e.g., tenure and promotion to full professor).

<input type="radio"/> Tenured/Tenure-Track Faculty	Action under consideration: Expiration of probationary period: <i>(for Tenure-Track Faculty only)</i>
<input type="radio"/> Continuing Status/Probationary Academic Professionals	Action under consideration: Expiration of probationary period: <i>(for Probationary APs only)</i>

RECOMMENDATIONS

Recommendation Of	Approve	Deny	Conditional (Probationary Review Only)	Signature (Committee Chair Where Appropriate)	Date
Unit Committee					
Center/Institute Director					
Unit Chair/Director					
College Committee					
College Dean					
University Committee					
University Provost					

PROVOST'S OFFICE USE ONLY:	
NOTES	
UNIVERSITY ACTION	
DATE DECISION LETTER SENT	VERIFIED BY