

## 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 (PeopleSoft name)	RANK (Rank from ACD505-02 or ACD505-03)	ASU ID	DATE
COLLEGE		UNIT (No acronyms; Leave blank if not applicable)	
CLASSIFICATION (Please check one): <b>FACULTY</b> (see <a href="#">ACD505-02</a> for titles that fall within this classification)  <b>ACADEMIC PROFESSIONAL</b> (see <a href="#">ACD505-03</a> for titles that fall within this classification)		TRACK START DATE	
		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., multi-year renewal and promotion for fixed-term faculty).

<p><b>Tenured/Tenure-Track Faculty</b></p>	<p>Action under consideration: Expiration of probationary period: <i>(for Tenure-Track Faculty only)</i></p>
<p><b>Continuing Status/Probationary Academic Professionals</b></p>	<p>Action under consideration: Expiration of probationary period: <i>(for Probationary APs only)</i></p>

**RECOMMENDATIONS**

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

**NOTES**

**UNIVERSITY ACTION**

DATE DECISION LETTER SENT	VERIFIED BY
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