

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 (Official first and last name)	ASU ID	DATE
COLLEGE/INDEPENDENT UNIT (No acronyms)	ACADEMIC UNIT, IF APPLICABLE (No acronyms)	
CURRENT RANK (From ACD505-02 or ACD505-03)	DATE APPOINTED TO CURRENT RANK	
INITIAL RANK OF CURRENT FIXED-TERM TRACK*	DATE APPOINTED TO CURRENT FIXED-TERM TRACK	
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)	ANNUAL WORK PERIOD (Please check one): <input type="checkbox"/> FISCAL (12 mo.) <input type="checkbox"/> ACADEMIC (9 mo.)	
	FTE:	TERM OF APPOINTMENT (YTY/MY/RMY):

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 and complete and submit a separate form for each action requested (e.g., multi-year renewal and promotion for fixed-term faculty).</p>	
Career-Track 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

*Fixed-term track examples include Teaching Professor Track, Clinical Professor Track, Research Professional Track, etc.