

Office of Faculty Affairs

Late Add Log

SECTION 1: to be complete by person submitting material

Name _____ College _____
 Department _____ Date _____ Probationary Year _____
 Personnel Action Sought: _____ Retention _____ Tenure _____ Promotion _____

Description of items for requested submission to dossier

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Explain above or attach to each item clear evidence that the item was not available at time of dossier closing and that it is pertinent to the review

SECTION 2: to be completed by the Committees and Administrators

1) Department Committee Chair:

 Signature Date

Retain our earlier recommendation, (indicate vote below):
 Change our earlier recommendation to _____

Reasons for the recommendation are elaborated on the attached sheet.

R & T vote: Retain_____ Tenure_____

Terminate_____ Abstain_____ Absent_____

Promotion Vote: Recommend_____ Not Recommend_____

Abstain_____ Absent_____

2) Department Chair/School Director:
(to be completed only if department chair is not a member of the department committee)

 Signature Date

Retain my earlier recommendation.
 Change my earlier recommendation to _____

Reasons for the recommendation are elaborated on the attached sheet, summarized below

3) College Committee Chair:

 Signature Date

Retain our earlier recommendation, (indicate vote below):
 Change our earlier recommendation to _____

Reasons for the recommendation are elaborated on the attached sheet.

R & T vote: Retain_____ Tenure_____

Terminate_____ Abstain_____ Absent_____

Promotion Vote: Recommend_____ Not Recommend_____

Abstain_____ Absent_____

4) College Dean:

 Signature Date

Retain my earlier recommendation.
 Change my earlier recommendation to _____

Reasons for the recommendation are elaborated on the attached sheet, summarized below