

Basic Information:

Original letter of appointment

a. Date of employment

This means date of employment in current position. For example, if you are an Assistant Professor standing for tenure and promotion, you indicate your date of employment in that role. You would not indicate a date of employment corresponding to any other role, for example a Visiting Assistant Professor.

b. Rank and title

c. Highest degree

d. Terminal degree for this position

e. Special qualifications

Include here any certifications, trainings, or other qualifications specific to your position.

f. Experience in other institutions of higher education

Either list briefly or direct readers to pages in your CV.

g. Nature of initial assignment

Please direct readers to the page containing your offer letter.

h. Changes subsequent to employment

Include any administrative appointments or substantial changes in expectations or assignments.

Degrees completed:

University	Degree	Date Conferred
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Promotions granted:

(1) Date _____ from (rank) _____ to _____

(2) Date _____ from (rank) _____ to _____

(3) Number of calendar months from last promotion until beginning of this semester

Percent of time allocated to teaching, research, and service in current position:

___% Teaching ___% Research ___% Service

i. In support of this recommendation:

Percent of assignment to teaching (average for last 3 years): _____ %,
i.e., the portion paid from teaching salaries for the 9-month academic year

Teaching load last 4 semesters, excluding summer:

This Semester:			Last Semester:		
Course #	Credits	Enrollment	Course #	Credits	Enrollment
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		
Previous Semester:			Previous Semester:		
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		

Student advising activities and responsibilities:

For chairperson's response: Compared to other teaching assignments in the department, this applicant's load has been:

High _____ Average _____ Low _____

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