

**COVER SHEET FOR LADDER-RANK APPOINTMENTS**

*Dates for Routing:*

*Received/Sent*

Dept. \_\_\_\_\_ / \_\_\_\_\_  
Ad Hoc \_\_\_\_\_ / \_\_\_\_\_ (optional)  
Dean \_\_\_\_\_ / \_\_\_\_\_  
APO \_\_\_\_\_ / \_\_\_\_\_  
CAP \_\_\_\_\_ / \_\_\_\_\_  
EVC/CHANC \_\_\_\_\_ / \_\_\_\_\_

*To Be Completed By the Dean:  
(Non-Tenured Appointment)*

*Concur with Dept Recommendation*  
DEAN'S APPROVAL: \_\_\_\_\_  
  
 *Letter Attached*

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

Highest Degree \_\_\_\_\_ Date Received \_\_\_\_\_

Name of University \_\_\_\_\_

Major Subject or Field \_\_\_\_\_

Years Towards the 8 Year Rule (for Assistant Professors) \_\_\_\_\_

**PROPOSED STATUS**

Rank & Step \_\_\_\_\_

Salary Recommendation: \_\_\_\_\_ (total salary recommended)

Basis: Academic Yr./Fiscal Yr. (circle one)

Off-scale Recommendation \_\_\_\_\_ (amount of off-scale recommended)

Return to Scale Plan: \_\_\_\_\_  
(outline specifics of the return to scale plan)

Effective Date of Appointment \_\_\_\_\_

Annotate a realistic date when the candidate needs to know the Chancellor/EVC's decision \_\_\_\_\_

Research Specialization \_\_\_\_\_

CHANCELLOR/EVC FINAL DECISION: \_\_\_\_\_  
date