Appendix E: Promotion and Continuing Appointment Cover Sheet  

(Template) 

Note: Items notated with (template) indicate documents for which standalone versions of document templates, in Word format, are available. These templates are available on the T&P website, and can be downloaded for use by individuals preparing the file.

Name of Candidate _____________________________________________________________

Request for: _____ Continuing Appointment and Promotion from

____________________________________ to ________________________

(current rank) (proposed rank)

_____ Promotion from ________________________ to ________________________

(current rank) (proposed rank)

_____ Continuing Appointment at rank of _____________________________

(for new appointees)

Candidate’s Present Appointment:

Rank/Title ________________________________________________________________

Department ______________________________________________________________

School/College ____________________________________________________________

Institution/Organization ____________________________________________________

(if not currently a University at Albany faculty member)

Tenure Notification Date _____________________________________________________

(if applicable)

Second Level Academic Review Body Shall Be:

________________________________________________________________________