

REGULARIZATION: to ASSISTANT PROFESSOR
 from ACTING ASSISTANT PROFESSOR
 within First Year of Appointment and delegated to Dean

EFF. DATE: _____ DATE PREPARED: _____

NAME: _____ DEPT: _____

TO: _____	SALARY: \$	\$	\$
TITLE, STEP, %	Rank/Step	Dcpld Incrmt	Total Salary
FROM: _____	SALARY: \$	\$	\$
TITLE, STEP, %	Rank/Step	Dcpld Incrmt	Total Salary
	Eff. Date		

*CHECKLIST (each item should be addressed in case file and then checked-off here)

- ____ Chair's recommendation (original)
- ____ Certificate of completion of doctoral program
- ____ Doctoral dissertation
- ____ Objective evaluation of dissertation (by a faculty member who was not on candidate's Thesis Advising Committee)
- ____ Fairness safeguard certification statement
- ____ Candidate's contribution, if any
- ____ Current biography
- ____ Current bibliography

NOTE: Copy of Dean's approval and all of the above, excluding dissertation, should be sent to APO after final approval.

*X = Submitted with this case
 0 = Not included (state reason in Chair's letter or in a separate memo)
 NA = Not available (for items stating "if any")