

REGULARIZATION: to ASSISTANT PROFESSOR
 from ACTING ASSISTANT PROFESSOR

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)

- _____ Dean's recommendation (original)
- _____ 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

Other information (if not included in letter of recommendation)

- _____ Explanation of URGENCY (original)
- _____ Explanation of LATENESS (original)

*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")