



## Regularization: Professorial Series

Checklist of items included for regularization to Assistant Professor from Acting Assistant Professor within first year of appointment and delegated to the Dean.

\*Please ensure candidate's annual certification report in OATS has been submitted.

### Documents:

- Chair's recommendation memo, including:
  1. Explanation of urgency, if applicable
  2. Explanation of lateness, if applicable
- Certificate of completion of doctoral program
- Doctoral dissertation
- Objective evaluation of dissertation (by faculty member who is not on the candidate's Thesis Advising Committee)
- Fairness safeguard certification statement
- Current publications list (*Word format preferred*)
- Current Curriculum Vitae

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