

## REQUEST FOR ACADEMIC PERSONNEL ACTION: FIXED-TERM PROMOTION

*No written notification may be given to the individual until the process has been completed and the Provost has notified the Dean.*

**TO BE COMPLETED BY THE DEAN OR UNIT CHAIR**

NAME OF INDIVIDUAL (PeopleSoft name)	RANK (Rank from <a href="#">ACD505-02</a> or <a href="#">ACD505-03</a> only and no administrative titles)	ASU ID	DATE
COLLEGE (No acronyms)		UNIT (No acronyms)	
CLASSIFICATION (Please check one): <input type="checkbox"/> <b>FACULTY</b> (See <a href="#">ACD505-02</a> for titles that fall within this classification)  <input type="checkbox"/> <b>ACADEMIC PROFESSIONAL</b> (See <a href="#">ACD505-03</a> for titles that fall within this classification)		TYPE OF APPOINTMENT (Please check one): <input type="checkbox"/> <b>FISCAL</b> <input type="checkbox"/> <b>ACADEMIC</b>  DATE APPOINTED TO CURRENT RANK (Example: if candidate is currently at the associate rank, use the date appointed at the associate rank):	

**ACTION REQUESTED**

<p><b>1.</b> Below, select the button applicable to the individual named above. <b>2.</b> Within that section, click on the arrow to select the appropriate action from the drop-down menu. <b>3.</b> If an individual is seeking TWO ACTIONS, check this box and complete and submit a separate form for each action requested (e.g., multi-year renewal and promotion for fixed-term faculty).</p>	
<b>Fixed-Term Faculty</b>	Action under consideration:
<b>Fixed-Term Academic Professionals</b>	Action under consideration:

**RECOMMENDATIONS**

Recommendation Of	Approve	Deny	Signature (Committee chair where appropriate)	Date
<b>Unit Committee</b>				
<b>Center/Institute Director</b>				
<b>Unit Chair/Director</b>				
<b>College Committee</b>				
<b>College Dean</b>				
<b>University Committee</b>				
<b>University Provost</b>				

**NOTES**

**UNIVERSITY ACTION**

DATE DECISION LETTER SENT	VERIFIED BY
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