head.tiff

**Name:**

**Recommendation for:**

**Initial Appointment**

**Promotion from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title Change** **from** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**to\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Appointment**

**Position and Rank at Boston University**:

Assistant Professor of … College of …

**Educational History: (list year, degree, institution, discipline)**

Year Ph.D., University of XYZ; Discipline

Year M.S., University of XYZ; Discipline

Year B.A., University of ABC; Discipline

**Additional training: (residency, fellowships and post docs)**

Year - year B.A., University of ABC; Discipline

**Previous Academic Appointments (including previous Boston University appointments):**

Year - year Academic Title, University of … (add additional lines)

**Administrative Appointments or Other Employment outside of Boston University:**

Year-year Admin Title … (add additional lines)

**Describe the faculty member’s specific expertise. Including the evidence that this person is, or promises to become a scholar, performer, or practitioner of national or international distinction (200-300 words):**

**Significant Awards and Honors (note that grants should be listed separately below):**

Year List as applicable (add additional lines)

**Teaching Experience, including awards if any, and expectations for teaching at Boston University:**

Prof. ABC taught X, XXX and YYY at the University of XYZ…She won the xxxx teaching award in 200X… At Boston University, Prof. ABC will be expected to teach AA, BB and CC.

**Active External Funding, if applicable: (Award Period, source, Title, PI status, amount)**

Year – Year Funding Agency #, “Title of grant,” Prof. ABC is the co-PI, Direct costs: $xxx,xxx

**Past External Funding, if applicable:**

19xx-20xx # of awards, total funding: $XXX,XXX.

**Numerical Summary of Publications, or other scholarly or creative work:**

# refereed journal articles, #books, etc., # additional submitted/in revision, # additional publications, and # abstracts or presentations, as applicable.

**Three most recent and/or significant publications/creative works**:

1.

2.

3.

**Administrative Responsibilities at Boston University, if applicable:**

(List)

**Licensure, if applicable:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Confidential Internal Information:**

**BUID Number:**

**Appointment start date:**

**Tenure review year, if applicable:**

**Appointment & Promotion Committee Votes:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Meeting Date** | **For** | **Against** | **Abstaining** | **Absent** |
| **Department:** |  |  |  |  |  |
| **Secondary Department (if applicable):** |  |  |  |  |  |
| **School committee:** |  |  |  |  |  |
| **UAPT (if applicable):** |  |  |  |  |  |

**Top of Form**

**Base Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **9-month appt.**  **12-month appt.** ; **Percent Effort:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bottom of Form**

**Salary Source(s):**

**Salary Range of Faculty at Same Rank in the Department**: $YY,YYY – ZZZ,ZZZ

**Total # Full-time Faculty and Instructional Staff (Full-time Lecturers) in School or College:**

**Professorial TT: #/%; Tenured: #/%**

**Professorial NTT: #/%**

**Non-Professorial Instructional Staff: #/%**

**Approvals: Date**

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_