

Faculty Action Forms - Explainer and Instructions

In June 2026, two new “all purpose” faculty action forms were created with the intent to replace the existing set of faculty forms (Form 1-A, 1-R, 1-P, and 1-T).

The first form is for candidates to what the [Faculty Handbook](#) calls “Regular Faculty”, i.e., Tenured, Tenure-Track, and Clinical (= “of Practice”) Professor positions.

The second form is for candidates for all “Associates of the Faculty” positions and titles. The *Faculty Handbook* (II-A-1 .008; II-B-6 .042-.054) outlines the categories of Associates of the Faculty appointments, including Research, Visiting, Exchange, or Adjunct faculty appointments at rank, and the non-rank types of faculty appointments such as Lecturer, Research or Clinical Associate, Visiting Scholar.

These forms can be used for the four different faculty actions: application for initial appointment, application for reappointment, application for promotion in rank, and application for continuous academic tenure (for Regular Faculty only).

These forms can also be used to accomplish multiple actions with one form submission, including: promotion + reappointment or promotion + tenure. However, if the form is used for more than one action, then this needs to be clearly noted by the candidate and the “record of votes” section at the end of the form will need to be duplicated by the academic unit reviewer and the votes for each action must be labeled and recorded separately.

The reviewing bodies in the academic units need to be careful to create a new version of the form once it’s received from the candidate (still in Microsoft Word format) rather than working on a shared version to ensure that the candidate cannot have access to the confidential evaluation section and the record of votes.

The first page of these forms includes some additional information about how best to use them.

Instructions for using these forms:

- 1) Go to the Office of the Provost's [Forms and Documents page](#); these forms can be found in the "Faculty Action Forms" row.
- 2) Please click on the link to download the form from the website to your local computer or Google drive. (Please do not try to edit the existing template or request that we share it with you. It does not need to be shared in order to be downloaded.)
- 3) These forms are created in Microsoft Word format (.docx) and are most easily edited in MS Word.
- 4) The candidate should complete **Section I** of the form. The text boxes on the form will expand as much as needed when you type or copy material into them.
- 5) The candidate should sign the form, attach any other materials as separate files (CV, teaching portfolio, teaching evaluations, research statements, etc.) and email the completed form saved in Word (.docx) format to the appointing academic unit (Chair, Dean, Provost). (Do not send the form as a .pdf or set permissions that do not allow the reviewing unit to edit it.)
- 6) The reviewing academic unit should provide their evaluation in **Section II** and the record of votes. The academic unit must duplicate the record of votes (copy and paste that section down in the document) and note each separately if the form is being evaluated for more than one action (i.e., promotion + tenure).
- 7) Once the school/college has completed their work, they should send the form (again as a Word document in .docx format) to the Provost Office / Senior Vice Provost for Academic Administration and Dean of Graduate Studies for review by the Provost/President and/or Academic Senate.
- 8) When the appointment is complete, the notice will be issued to the candidate, copying the academic unit(s). The college / school will receive a final copy of the completed form for their records (in .pdf format). These forms should be electronically stored. Please keep in mind that these are confidential forms and should be treated as such.