



*Office of the Senior Vice Provost for Academic Administration
and Dean of Graduate Studies*

116 McMahon Hall

Washington, DC 20064

Tel: 202-319-5247 FAX: 202-319-6174

Faculty Forms - Instruction Sheet

Please consult the following instructions when completing the Form 1-A (Application for Faculty Appointment), Form 1-P (Recommendation for Faculty Promotion), or Form 1-T (Recommendation for Appointment with Continuous Tenure). Note that each of these forms includes four sections. All of these sections of the forms can be submitted as Word or .pdf documents and can be sent electronically to acad-contracts@cua.edu. Please contact Kevin Ball in the Office of the Provost with questions about these forms.

- Remember to include an updated and complete CV with the application.
- Please complete all information within each section.
- The text boxes will expand to fit the information as it is entered. You should not need to reformat the boxes, and you can delete blank rows on tables.
- Section I: (application)
 - The candidate/applicant must complete Section I of the form and submit the signed version as a Word or .pdf document to the school dean (or to the department chair in the departmentalized schools).
- Section II: (appraisal)
 - The candidate/applicant must complete the upper portion of Section II for each publication listed in response to question #12 in Section I of the application.
 - The candidate/applicant should combine all submitted publication appraisals (Section IIs) into a single Word or .pdf document and submit it to the school dean (or department chair).
 - The dean will submit the finalized Section II document in Word or .pdf format to the Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies for consideration by the Academic Senate CAP.
- Section III (evaluation) and Section IV (record of votes):
 - The dean must also submit Sections III and IV in Word or .pdf format to the Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies for consideration by the Academic Senate CAP and/or Provost.