NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

HUMAN RESOURCES
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MEMORANDUM OF TRANSMITTAL

DATE: _____

TO: **HUMAN RESOURCES**

FROM: _____ _____
Name Department/Program

SUBJECT**:**
( ) Appointments Committee Action
( ) Peer Committee Action
( ) Promotion
( ) Academic Leave

2nd [ ] year Reappointment
3rd [ ] or 5th [ ] 6th [ ]
4th [ ] or 7th [ ] Tenure [ ]

Staff Member_____ Rank_____
(Last name, first)

At its meeting of _____/_____/_____, the above indicated committee took the following action with respect to the above-named individual on the date indicated.

The vote on this matter was _____-_____-_____.

Yes No Abstain

		Recommended	**Not Recommended**
a)	Appointment	_____	_____
b)	Reappointment	_____	_____
c)	Reappointment with Tenure	_____	_____
d)	Promotion to Senior CLT	_____	_____
e)	Promotion to Chief CLT	_____	_____
e)	Promotion to Associate Professor	_____	_____
f)	Promotion to Professor	_____	_____
g)	Promotion to Adj. Assoc. Professor	_____	_____
h)	Promotion to Adj. Professor	_____	_____
i)	Fellowship/Scholar Incentive Leave	_____	_____

I hereby certify that all the annual evaluations, observations, student opinion reports, memoranda, and any other appropriate documents were available to all members of the committee.

_____
Signature of department chair or designee Date

Noted by: _____
Academic Dean Date