**COLLEGE OF ARTS AND LETTERS**

**SECONDARY ARTP COMMITTEE**

TO: Steve Perez

Interim Provost and Vice President for Academic Affairs

FROM: XXX, Chair

College of Arts & Letters ARTP Subcommittee C

DATE: February 10, 2021

SUBJECT: Recommendation for Promotion to **Associate /Full** Professor:

Name, Assistant Professor

Department of XXXX

The Working Personnel Action File of Professor XXXXXX was forwarded to the College of Arts and Letters Secondary ARTP Committee by the Primary Committee of the Department of XXXXXXX. The members of our Committee carefully reviewed the file and (unanimously) agreed (disagreed) with the Department's recommendation that Professor XXXXXX be retained and granted a fifth probationary year.

**Teaching Effectiveness**

**Scholarly and Creative Achievements**

**Contributions to Department/College/University**

**Contributions to Community**

I hereby certify that the secondary level ARTP procedures were followed.

cc: Candidate, Assistant Professor, Department of XXX

XXX, Department Chair, Department of XXX

XXX, Primary Committee Chair, Department of XXX