(For recommendations of original appointments to the instructional and professional staff. Departments in the College should send two copies to the Dean of the College. The Deans of the various schools should send one copy to the Provost.)

WAKE FOREST UNIVERSITY

Date _____

The _______ recommends

(Department or School)

the appointment of _____
to the rank of _____
effective _____

Address to which letter of appointment should be sent:

_____  

(Dean, Chairman of Department, or Head of Office)

_____  

(For appointments in the College)

Endorsed by ________________  ________________

(Dean)  (Date)
This recommendation is made on the basis of the following information:

1. **PROFESSIONAL BACKGROUND:**
   
   (a) Colleges and universities attended, dates of attendance and degrees awarded:
   
   (b) Give subjects of any theses or dissertations submitted in fulfillment of degree requirements:
   
   (c) List publications, with dates, and in the case of periodicals, full volume and page reference:
   
   (d) Previous teaching positions (indicate institution, rank, department, and dates):
   
   (e) Non-academic experience, including administrative work and positions involving formal writing or public speaking:
   
   (f) Membership in professional groups, offices held:
2. MISCELLANEOUS:

Please list other data (for example, any honors or awards received by the nominee) that you think would be of value in considering this recommendation: