**PTRM Department Approval Form**

[ART II B-3-d: required for transmittal of PTRM documents from department to college and college to dean]

Department PTRM Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[The department PTRM Chair should create a list of tenure-tenure track faculty. The signature of each tenured or tenure track faculty member will signify that s/he has voted on the department PTRM documents. These should be retained at the department level. The signature of the Department PTRM chair affirms that the departmental document has been reviewed by the department PTRM committee and any changes have been approved by the faculty of the department.]

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [The signature of the Department Chair affirms that the above procedure was followed in the department and that the signatures of the faculty members confirming the document are on file in the department office.]

College PTRM Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[The signature of the College PTRM chair affirms that the departmental document has been reviewed and approved by the College PTRM committee.]

Dean of College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[The Dean affirms approval for the department PTRM document by submitting it to the University PTRM committee and retains this approval form for the record].