

### Promotion Intent Form

A faculty member who wishes to undergo Promotion Review by the Term Tenure and Promotion Committee must do the following:

1. Ascertain his/her eligibility to undergo Promotion Review.
  - a. Eligibility for undergoing Promotion Review is outlined in the Term Tenure and Promotion policy.
  - b. A faculty member who has questions about his/her eligibility to undergo Promotion Review shall direct those questions to the Office of the Provost.
2. Apprise the school dean in writing of his/her intent to be reviewed for promotion by October 1 of the academic year prior to the year of the Promotion Review.
3. Complete and sign this form.
4. Submit this form to the Provost's Office by October 15 of the academic year prior to the year of the Promotion Review.

\_\_\_\_\_ I have apprised my school dean in writing of my intent to be reviewed for promotion during the next academic year.

Name (please print) \_\_\_\_\_

Current Faculty Rank \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_