**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



[**APPLICATION FOR PROMOTION**](file://C:\Users\klaich\AppData\Local\Microsoft\Windows\INetCache\AppData\Local\Microsoft\Windows\INetCache\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\AppData\Local\Microsoft\AppData\Local\Microsoft\AppData\Local\Microsoft\AppData\Local\Microsoft\Windows\Karen's%20Documents\POLICY%20OFFICE\MAVEN-DOC\Application%20for%20Promotion)

Form 2321/001A Verification of Eligibility Form

Form 2321/001B Verification of Documentation Form

Form 2321/001C Promotion Portfolio Routing Sheet

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**VERIFICATION OF ELIGIBILITY**

**FOR PROMOTION (Part A of Application)\***

**Applicant’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Time-In-Rank Eligibility Requirement**

**Present Rank**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Last Promotion (or Hiring)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach documentation)

**Professional Preparation Eligibility\***

**Teaching Discipline**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Credentials Held (yes/no)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach transcripts)

Academic Areas only: **Number of Graduate Credits in Discipline**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility Based on Supervisor Evaluations\***

**Supervisor Evaluations indicate a rating of “4” or “5” for the last three consecutive academic years\***

**(yes/no)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach summary sheets)

The applicant meets the minimum Time-in-Rank requirements, Professional Preparation Eligibility requirements, and Eligibility Requirements based on Annual Supervisor Evaluations.

Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason (if no)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Division Dean Date

\* After Division Dean has verified eligibility, this form and all attached documentation will be returned to the applicant. Only the Supervisor Evaluation Summary Sheets are to be included in the applicant’s portfolio. College transcripts are NOT to be included.

Form 2321/001A (8/21)



**VERIFICATION OF DOCUMENTATION**

**for Promotion Criteria (Part B of Application)**

**Documented Performance Ability**

If supervisor's evaluations cannot be submitted for the last three consecutiveacademic years, explain the circumstances for each missing evaluation.

**Supervisor Evaluations**

Missing Year Explanation

Missing Year Explanation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

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Signature of Division Dean Date

Form 2321/001B (8/21)



**Promotion Portfolio Routing Sheet**

**(Part C of Application)**

**Required Format of the Promotion Portfolio**

**Yes No**

🞎 🞎Title Page - indicating name of applicant and rankapplied for  
  
🞎 🞎 Table of Contents

🞎 🞎Verification of Eligibility Form, Form 2321/001A

🞎 🞎 Verification of Documentation Form, Form 2321/001B

🞎 🞎Supervisor Evaluation Summary Sheets for the last three consecutive academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the last approved promotion must be included. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

🞎 🞎 Preliminary Evaluation Agreements for the last three consecutive academic years, *and*, if relevant, for each additional applicable academic year for which documentation is provided must be included.

🞎 🞎 Documentation of achievements and contributions related to the Preliminary Evaluation Agreement goals in the areas of (1) teaching and related activities/academic support, (2) service to students, departments, division and the College, and (3) professional service and/or development for a minimum of three of the five preceding applicable academic years for each area. Documentation for other accomplishments and contributions *may* also be included. Documents from the current academic year must not be included, nor any documentation *prior to* the academic year in which the applicant previously applied for an approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

🞎 🞎 Documentation of leadership and/or sharing of expertise from date of present academic rank (for the rank of Professor) for a minimum of three of the five preceding applicable academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the last approved promotion must be included. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included. (for the rank of Professor).

The Portfolio contains the required elements listed above.

Signature of Applicant Date

Signature of Division Dean/Coordinator Date

Form 2321/001C (8/21)