

***Application for Promotion:* VERIFICATION OF ELIGIBILITY FOR PROMOTION FORM**

**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)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Eligibility Based on Supervisor Evaluations\***

**Supervisor Evaluations indicate a rating of “4,” or “4.5,” or “5” for the last three consecutive academic years\***

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

 (attach overall evaluation forms or supervisor 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 Academic Dean Date

\* After academic dean has verified eligibility, this form and all attached documentation will be returned to the applicant. Only the Overall Evaluation Forms or Supervisor Evaluation Summary Sheets (for academic years 2023-2024) are to be included in the applicant’s portfolio.

Form 2321/001A (5/24)