



**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)

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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.