



Intent to Apply for Rank Promotion

Faculty Member _____

Department: _____

Rank Sought by
Promotion: _____

Present

Rank & Level: _____

Duration at Present Rank: _____

Year & Month of
Initial Appointment

To ADU: _____

Highest Degree Earned: _____

➤ Actively Earning a Degree: Yes No

If yes, what degree and from what institution?

➤ I have read the *Faculty Handbook* description of the intended Rank and believe that I meet all of the requirements: Yes No

➤ I have discussed my intention for a Rank Promotion with my respective Chair/Supervisor: Yes No

➤ I understand I must submit a comprehensive portfolio to my Chair/Supervisor by the third Tuesday of September: Yes No

➤ I understand that in order to be considered for a Rank Promotion I must submit a portfolio to the Faculty Rank & Promotion Committee by the third Tuesday in January: Yes No

Faculty Signature: _____

Date: _____

Submit completed forms with original signatures to:

- 1) Department Chair or individual to whom reporting
- 2) Chair of the Faculty Rank & Promotion Committee