

**New York City College of Technology  
OF THE CITY UNIVERSITY OF NEWYORK**

**Candidate's Request for Personnel Action (RPA)**

**I. Candidate Information:**

Name of Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Initial Appointment: \_\_\_\_\_ Date of Last Promotion: \_\_\_\_\_

Current: \_\_\_\_\_

**II. Action Requested** (check one):

- Promotion to rank of associate professor
- Promotion to rank of professor
- Fellowship Leave
- Scholar Incentive Award Leave
- Approval to submit additional material after the file closing date for the following (check one):

    \_\_\_ Promotion

    \_\_\_ Reappointment

    \_\_\_ Fellowship Leave/Scholar Incentive Award Leave

Type of material: \_\_\_\_\_

***NOTE:** A current PARSE with accompanying documentation (as described in the Guidelines for Faculty Personnel Process, Section II(B), and a current Annual Evaluation must be on file in OFSR for all actions above.*

**III. Required Signatures:**

Candidate \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Noted by  
School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost \_\_\_\_\_ Date: \_\_\_\_\_

(For late submission requests, please indicate:  Approved  Not Approved)

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**FOR OFSR USE ONLY**

**Date Candidate submitted form to OFSR (N301/305):** \_\_\_\_\_

Received by: \_\_\_\_\_