

**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)

FOR OFSR USE ONLY

Date Candidate submitted form to OFSR (N301/305): _____

Received by: _____