

Promotion Request Form
Lecturer and Lecturer (Doctoral
Schedule)

I. Candidate Information:

Name of Faculty: _____

Current Rank: _____

Department: _____ Date of Initial Appointment: _____

II. Action Requested (check one):

- ☐ Promotion to rank of Senior Lecturer
- ☐ Promotion to rank of Senior Lecturer (Doctoral Schedule)
- ☐ Approval to submit additional material after the file closing date

Description of material: _____

***NOTE:** A current e-PARSE with accompanying documentation (as described in the Guidelines for Faculty Personnel Process, Section 1/(B), and a current Annual Evaluation must be on file in Human Resources 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 HR USE ONLY

Date Candidate submitted form to HR (P-303): _____

Received by: _____