

**UtahStateUniversity**

Date \_\_\_\_\_

Due in College Dean's Office, signed by all parties, no later than February 15 of the third year following promotion to associate professor or within 30 days of a request by the faculty member. Be certain to allow enough lead time for all approvals and signatures to be secured by the deadline.

Promotion Advisory Committee for \_\_\_\_\_

Promotion Advisory Committee Members (4 from department; 1 outside member)

- Have been contacted and have agreed to serve (They need not sign this form.)
- Are full professors with tenure
- Are from the candidate's department or related fields as available

1. \_\_\_\_\_ Chair
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I recommend the committee as outlined above. All have been contacted and have agreed to serve.

\_\_\_\_\_  
Department Head Signature Date

I approve the committee as outline above.

\_\_\_\_\_  
Dean's Signature Date

Note: This form needs to be signed and resubmitted whenever any permanent changes are made to the committee. When temporary substitutions are made in years that a committee member is on leave or sabbatical, please notify the dean's office for their records.