

Date _____

Due in College Dean's Office, signed by all parties, no later than February 15 of the year prior to promotion 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 of higher rank than the candidate
- 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.