

PROMOTION APPLICATION

(PLEASE COMPLETE BOTH PAGES)

INSTRUCTIONS:

This form is to be submitted by the applicant to his/her Department Chairperson, who will forward it to the Department Promotion Committee with copies to both the Dean/Supervisor and Provost. After the DPC has made its decision, it will send this form, properly completed, to the University Promotion Committee (UPC). The complete application file must be delivered to Old Main Rm. 22C on or before dates and times announced by the UPC.

TO ASSIST PROMOTION APPLICANTS, THE UPC NEEDS THE COOPERATION OF ALL THOSE INVOLVED IN THE PROMOTION GUIDELINES WHICH STATE “IDEALLY (PROMOTION) IS BASED UPON PROFESSIONAL PERFORMANCE BEYOND MERE SATISFACTORY OR PERFUNCTORY FULFILLMENT OF RESPONSIBILITY...” EVIDENCE TO BE CONSIDERED SHOULD BE “DEMONSTRABLE AND DOCUMENTABLE.” THEREFORE, THE UPC REQUESTS THAT BOTH DEPARTMENTAL CHAIRPERSON AND DEPARTMENTAL PROMOTION COMMITTEE PROVIDE A WRITTEN EVALUATION OF THE QUALITY AND SIGNIFICANCE OF THE APPLICANT’S ACHIEVEMENTS.

NOTIFICATION TO DEPARTMENT CHAIRPERSON:

I hereby apply for promotion to the rank _____, effective Fall semester 2019.

I have satisfied the minimum qualifications for promotion as set forth in State Act 182 and Section II of the Kutztown University Faculty Promotion Guidelines.

I am hereby notifying you, _____, my Departmental Chairperson or supervisor (see Section III of the guidelines), of my application, and I am requesting that you send a detailed (as per paragraph #2 of “Instructions” above) letter of recommendation to the University Promotion Committee. A copy of this letter is provided to the applicant and the original must be received by the UPC Chairperson no later than February 1, 2019.

Applicant’s Signature

Date

Departmental Chairperson’s Signature

Date

PROMOTION APPLICATION, PAGE 2

DEPARTMENTAL PROMOTION COMMITTEE RECOMMENDATION

Applicant Name (print or type) _____

(Departmental Promotion Committee: Please see Sections V-E, F, and G of the Kutztown University Faculty Promotion Guidelines.)

1. Check A or B

_____ A. We recommend that the applicant be promoted.

_____ B. We recommend that the applicant not be promoted at this time.

2. A detailed letter supporting this recommendation must be attached per paragraph 2 of "Instructions" on page 1 of this form

3. A copy of this form and the detailed letter must be provided to the applicant.

Signatures of the Departmental Promotion Committee:

