**Letter of Intent to Apply for Promotion**

*Due by May 1*

I intend to submit my dossier for consideration of promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(rank) in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ title series. I understand that, if successful, my promotion will be effective July 1 of the academic year following the process. My signature below indicates my agreement to comply with the guidelines published by the provost and the College of Health Sciences processes and deadlines provided by the CHS Office of Faculty Advancement. I have consulted with my Department Chair regarding my intention, and his/her acknowledgement is indicated below.

Faculty Member (Printed Name)

Faculty Member (Signature) Date

The faculty member has consulted with me about his/her intent to submit a dossier for promotion.

Department Chair (Printed Name)

Department Chair (Signature) Date