

PROMOTION REQUEST

TO: The Promotion Committee

DATE:

FROM:

SUBJECT: Support Data for Academic Promotion Request
(To be submitted with a cover letter from the candidate)

This is to request your consideration of my promotion from _____

to _____. I have reviewed the required qualifications for this rank and verify that I meet these qualifications by submitting the following:

1. Academic Data Summary Sheet (available from the Human Resources Office)

2. "Units" for Promotion:

A. Meets minimum qualifications for Instructor/Assistant Librarian
(yes = 10 units) _____

B. Additional Units:

College credit not included in A: _____
1 unit = 15 semester hours _____

Professional Experience not
included in A: _____
1 unit = 12 months _____

Full time Delhi College teaching: _____
1 unit = 1 year _____

Other full time college teaching _____
1 unit = 1 year _____

Professional license in field of
Specialization _____
1 unit _____

TOTAL UNITS _____

3. I certify that _____ qualifies for promotion from
_____ to _____.

Director of Human Resources and Affirmative Action

Date