



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 units - 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