PROMOTION REQUEST

TO: The Promotion Committee

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