



WINTHROP UNIVERSITY

College of Arts and Sciences

DATE: May 1, 2018

TO: All Assistant and Associate Professors

FROM: Takita F. Sumter, Interim Dean, College of Arts & Sciences

SUBJECT: Promotion Request Form

If you wish to be considered for promotion during the 2018-19 academic year, please fill out this form and return it to me via your department chair by **May 31, 2018**.

NAME _____

SIGNATURE _____ DATE _____

Please note that if I do not receive this form by May 31, 2018, it is understood to mean that you do not wish to be considered for promotion this year.

If you do wish to be considered for promotion, please review the promotion procedures at <https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=296>.

If you are also being considered for tenure this year, you must write a separate cover letter for promotion, but your supporting materials will be the same for both.

Your portfolio materials must be submitted via Interfolio by **September 1**.

If you have any questions, please contact your department chair or me.

Received by Chair (Signature): _____ Date: _____

Received by Dean (Signature): _____ Date: _____