

I wish to be considered for promotion during the next academic year. I understand that this “request for promotion” form must be submitted to the department chair and dean **by the last day of May**, and that my promotion portfolio<sup>1</sup> must be submitted via Interfolio **in September at the start of the next academic year** (the exact day materials are due in September will be published by the Provost office).

***Note: In the absence of exceptional circumstances, failure to meet the deadline constitutes waiver of promotion review for the next academic year.***

*Chair: after receiving the document and signing it, please immediately email it to the Dean.*

<sup>1</sup> **Important:** In the event that simultaneous applications for promotion and tenure are submitted, a single supporting portfolio for both processes will be used. The letters of application and recommendations for each process must be submitted separately as each review process will occur independently. The deadline for submitting tenure materials is the same (September 1 [or the Monday following if the 1<sup>st</sup> falls on a weekend/Tuesday if Monday is Labor Day]) as it is for promotion. Faculty requesting both promotion and tenure submit two letters and one portfolio.