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**INTENT TO APPLY FOR PROMOTION/TENURE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructional Discipline: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Date(s) of any Break in Service: \_\_\_\_\_

Advisor Development - Attach documentation verifying completion of advisor training.

Earned Degree Required for Promotion/Tenure: (Ensure official transcripts are available in Human Resources.)

Degree-granting Institution	Degree and Major	Graduate Semester Hours in Discipline	Graduate Semester Hours Beyond Master's in Discipline

**If using full-time experience from another higher education institution:**

Number of Years Teaching Experience as Faculty Member under Full-Time Contract at Institutions other than Columbia State Community College: \_\_\_\_\_  
(Attach copies of contracts verifying dates.)

\_\_\_\_\_ Number of Years in Highest Rank at \_\_\_\_\_ Institution Other Than Columbia State Community College. (Attach documentation of date promoted.)

Applying for:  Tenure

Number of Years Completed as Faculty Member with Tenure-Track Appointment at Columbia State Community College: \_\_\_\_\_ (Attach copy of initial contract.)

Number of Years, if any, Toward Tenure Granted Upon Initial Tenure-Track Appointment: \_\_\_\_\_ (Attach appropriate documentation.)

Applying for Promotion to:  Assistant Professor  Associate Professor  Professor

Last Promoted From \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_  
(Attach documentation of date promoted to highest rank.)