

**MEDGAR EVERS COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
APPLICATION FOR PROMOTION**

TO: _____ DATE: _____

Please PRINT or TYPE
February 15th is the Deadline for Submission of Application
Submit to the Senior Vice President and Provost and a copy to your Chairperson.

NAME: _____ DEPARTMENT: _____

Date of Original Appointment: _____

Date of Last Promotion: _____

Date of Leaves (if any): _____
(Please attach statement regarding reasons for leave.)

Date of Equivalency *(if applicable)*: _____

INSTRUCTIONS FOR COMPLETING THE PROMOTION APPLICATION FORM

For each activity, the first line should include the type of service or committee name; the person in charge or committee chairperson; and the dates the service began and ended. This should be followed by a description of the candidates' responsibilities as a part of this activity. For non-teaching applicants, please provide a detailed position obtained from your supervisor.

Please write your description in a concise manner. Single space the activity descriptions and triple space between the activities.

(Repeat this format for each entry.)

Please Follow This Sample Format

**TYPE OF SERVICE OR
NAME OF COMMITTEE**

PERSON IN CHARGE

DATE BEGIN:

Place the description of the candidate's responsibilities here.

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I. Service to the Department and School (since last promotion ONLY)

Please include only data on extra work related to the instructional program, committee work, work with students, etc. Designate with an asterisk any work for extra compensation or reassigned time. For non-teaching applicants, service to the department and school should include activities which are over and above activities detailed in your position description.

Duplicate As Needed

II. Service to the College/University/Community (since last promotion only).

List all University, College-wide and/or School service as well as any public service activities that have benefited the community-at-large. Designate with an asterisk any work for extra compensation or reassigned time.

Duplicate As Needed

III. Professional Achievements (Continued)

1. Indicate data related to the development of knowledge and/or skills in field of specialization. Include publications, research and relevant professional seminars, workshops and conference in this category. Please do not repeat information included in other categories.
2. Submit copies of all writing or other evidence of activities cited. Where appropriate, include publication date and publisher.
3. Include dates; be specific.

Duplicate As Needed