

MEMORANDUM

TO: Dean _____

College _____

RE: Notice of Intent to Apply for Promotion

With this memorandum, I am initiating the promotion process by giving you notice of my intent to apply for promotion to the rank of _____ in the Department of _____.

According to the printed calendar for promotion, my completed application including all supporting documentation needs to be submitted to my department through my department chairperson by September 10, 2018. Should my plans change I will notify your office.

Date

Signature of Applicant

Print Name Here

c: Department Chairperson