

MEMORANDUM

TO: Dean \_\_\_\_\_  
College \_\_\_\_\_

RE: Notice of Intent to Make Application for Promotion

With this memorandum, I am initiating the promotion process by giving you notice of my intention to make application 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 October 26, 2009. Should my plans change I will notify your office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

c: Department Chairperson