

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 October 24, 2011. Should my plans change I will notify your office.

Date

Signature of Applicant

c: Department Chairperson