

Notification of Intent to Apply for a change in status

Faculty that are interested an eligible to apply for a change in status need to complete this form, have your department chairperson sign and approve, and then submit to Sarah Woodrum (scwoodrum@hsc.wvu.edu) and copy Crystal Rhodes (crystal.rhodes@hsc.wvu.edu).

Name: Click or tap here to enter text.

Track: Click or tap here to enter text.

Department: Click or tap here to enter text.

Please select the status you seek to change.

[ ]  Promotion in rank [ ]  Tenure only [ ]  Promotion in rank and tenure

Academic year that you are requesting promotion and/or tenure: Click or tap here to enter text.

Current academic rank: Click or tap here to enter text.

Years in present rank (including current year): Click or tap here to enter text.

Date of last promotion (if applicable): Click or tap here to enter text.

Do you have any agreed upon exceptions (e.g., credit for prior service)? [ ]  Yes [ ]  No

If yes, please provide supporting documentation.

[ ]  Salary enhancement for continued academic achievement
(only applicable to fully-promoted 1.0 FTE tenured faculty)

Academic year I will submit my material for consideration: Click or tap here to enter text.

[ ]  First salary enhancement [ ]  Second salary enhancement

Date of promotion to Professor: Click or tap here to enter text.

Date of first salary enhancement (if applicable): Click or tap here to enter text.

[ ]  Sabbatical

If approved, what academic year would the sabbatical be taken? Click or tap here to enter text.

[ ]  July – December [ ]  January – June [ ]  July – June

[ ]  Emeritus

Proposed retirement date: Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Faculty member |  | Date |
|  |  |  |
| Department Chairperson |  | Date |