

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](mailto:scwoodrum@hsc.wvu.edu)) and copy Crystal Rhodes ([crystal.rhodes@hsc.wvu.edu](mailto: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 |