

**SOUTHWEST VIRGINIA COMMUNITY COLLEGE**  
**REQUEST FOR PROMOTION IN RANK**  
(Submit to Division Dean/Director)

Name \_\_\_\_\_

Present Rank \_\_\_\_\_ Rank Requested \_\_\_\_\_

Division \_\_\_\_\_

- I. I have met the minimum criteria for promotion as outlined in the appropriate column of Section 3.14 of the Faculty Handbook:  
Column 2 \_\_\_\_\_ Column 4 \_\_\_\_\_ Column 6 \_\_\_\_\_
- II. I have had a lapse of two academic years between initial appointment and a promotion in rank; and three academic years between subsequent promotions.
- III. My job performance evaluations fully meet, or exceed, the requirements outlined on the VCCS 29 Normal Minimum Criteria for Each Faculty Rank.
- IV. Number of years as full-time employee in the position of (instructor of \_\_\_\_\_, counselor, etc.) \_\_\_\_\_ in the VCCS: \_\_\_\_\_.
- V. Total number of years as full-time employee in this, and in similar positions in other, non-VCCS institutions, if different from above: \_\_\_\_\_.
- VI. Total number of years related occupational experience, if appropriate: \_\_\_\_\_. Include brief description in "Comments" section below.
- VII. Comments\*

I have reviewed my records with the Office of Human Resources and have determined that I am eligible for promotion as requested.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved:**

Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Academic & Student Services \_\_\_\_\_ Date \_\_\_\_\_

College President \_\_\_\_\_ Date \_\_\_\_\_

\*Note: Please note any special accomplishments along with the reasons you feel you should be recommended for promotion in rank.