**School of Health Professions**

**Appointment, Promotion, and Tenure Committee**

Notice of Intent to Apply for Promotion and/or Tenure

This form must be submitted to the Chair of the SHP APT Committee by September 1 (or the next business day if September 1 falls on a weekend).

**CANDIDATE**: 1. Please complete the CANDIDATE section of this form and save it using the filename <yourname.APTnotice of intent.docx>,

e.g., Smith.APTnotice of intent.docx.

2. Submit the form to the Chair of your Department, who will complete the CHAIR section and forward to the APT Chair.

**DEPARTMENT CHAIR**: Please indicate that you are aware of the faculty member’s intent to apply for promotion and/or tenure as indicated below. Once completed, please forward this form to the Chair of the SHP APT Committee.

**CANDIDATE: Complete this box**

Date: Click here to enter text.

Name: Click here to enter text.

Department: Click here to enter text.

Current rank: Click here to enter text.

Applying for rank of: Click here to enter text.

Applying for tenure? Choose an item.

**DEPARTMENT CHAIR: Complete this box**

I am aware of this faculty member’s intent to apply for promotion / tenure. Choose an item.

Comments: Click here to enter text.

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business day if September 1 falls on a weekend).