

Columbus State University
Promotion/Tenure Probationary Credit Request

I hereby request that the following service as a full-time faculty member be credited toward the minimum probationary period for eligibility for consideration for the awarding of tenure and/or promotion.

Prior Institution	Appt. Years	Last Appt. Rank	Years in Rank	Years Requested	
				Tenure	Promotion
University policy limits requests to 2 years.			Total:		

I understand that any institutional recommendation for approval of the probationary credit listed does not constitute official approval which must come from the President.

Name: _____ Date: _____

Print and Sign: _____

To be completed by the hiring authority.

Years recommended for approval:

Institution	Service Years	Last Appt. Rank	Years in Rank	Years Recommended	
				Tenure	Promotion
University policy limits requests to 2 years.			Total:		

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____

President: _____ Date: _____