



College of Fine, Performing and Communication Arts
Office of the Dean
 5104 Gullen Mall
 Detroit, MI 48202
 (313) 577-5342
 (313) 577-5355 Fax

NOTIFICATION OF INTENT TO APPLY FOR ESS OR PROMOTION

ESS: This form must be submitted to the Department Chair/Director at least six (6) months, but no more than twelve (12) months, prior to your fifth anniversary of employment on the ESS clock.

PROMOTION: This form must be submitted to the Department Chair/Director no later than March 1st of the academic year *preceding* the review for promotion.

Name _____

Department _____

I wish to be considered for **Employment Security Status**. The fifth year of my employment on the ESS Clock begins on _____ and ends on _____.

Academic Staff Signature _____ Date _____

I wish to be considered for **Promotion** during the next academic year. (Please consult with your Department Chair/Director before choosing this option.)

Current Rank _____ Years in Rank _____

Academic Staff Signature _____ Date _____

 Department Chair/Director Signature

 Date

Distribution: Academic Staff Department Chair/Director Dean's Office (Original)