



**WAYNE STATE
UNIVERSITY**

**College of Fine, Performing and Communication Arts
Office of the Dean**
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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/Assistant Dean/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/Assistant Dean/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 before choosing this option.)

Current Rank _____ Years in Rank _____

Academic Staff Signature _____ Date _____

Chair/Assistant Dean/Director Signature _____ Date _____

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