REQUEST FOR SUBSTITUTION OF PERFORMANCE/EXPERIENCE/CEU'S/UNDERGRADUATE CREDIT FOR CREDITS TOWARD PROMOTION

Name ___________________________ Area or Division ___________________________

Campus __________________________ Dept. or Discipline __________________________

Present Rank ______________________ Effective Date ___________________________

Promotion Sought ___________________ Prospective Date __________________________

NOTE: ALL REQUESTS FOR SUBSTITUTION MUST BE FULLY DOCUMENTED.
ATTACH ADDITIONAL SHEETS AS NEEDED.

A. STATE LICENSE/PROFESSIONAL CERTIFICATION (documentation required).

Specify License/Certification ___________________________ Credits Requested ______

Documentation Attached: Yes ____ No ______

B. UNDERGRADUATE HOURS

Specify Courses/Credit Hours

Prior approval by Vice President Attached: Yes ____ No ______

C. PROFESSIONAL EXPERIENCE

Brief Summary of Experience and Credits Requested

Documentation from Employer Attached (e.g., dates, job responsibilities, hours per week): Yes ____ No ______

D. PERFORMANCE

Brief Summary of Performance and Credits Requested

Administrative and PPC Evaluation and Recommendation Attached: Yes ____ No ______

E. CONTINUING EDUCATION CREDITS

Specify Workshops and Credits Requested

Documentation Attached (e.g., description, proof of attendance, hours): Yes ____ No ______

F. MAJOR PUBLICATIONS/EXEMPLARY RESEARCH CONTRIBUTIONS

Specify Publications/Research and Credits Requested

Documentation Attached: Yes ____ No ______

Applicant's Signature ___________________________

Date ___________________________

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REQUEST FOR SUBSTITUTION (Continued)

Reviewed by Appropriate Dean
Comments/Recommendation

Signature ______________________ Date __________

Reviewed by Appropriate Provost
Comments/Recommendation

Signature ______________________ Date __________

Determination by Appropriate Vice President
Chairperson of Peer Personnel Committee Consulted: Yes _____ No _____

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Signed ______________________
Date __________

Forward to Personnel File 12/03/93