

SUFFOLK COMMUNITY COLLEGE

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 _____

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 _____

<u>Area</u>	<u>Credits Awarded</u>
License/Certification	_____
Undergraduate Hours	_____
Professional Experience	_____
Performance	_____
Continuing Education Credits	_____
Major Publications/Research	_____

Signed _____

Date _____

Forward to Personnel File

12/03/93