**ACADEMIC ADMINISTRATOR / ACADEMIC COORDINATOR**

Promotion Cover Page

**NAME**:       **DEPARTMENT**:

(last name, first)

**present status proposed status**

|  |  |
| --- | --- |
| **Rank:**  **Step:**        **Annual Rate:** $      **Monthly Rate:** $  **Percent of Time:**      %  **Years at Rank:**       **Years at Step:**  *Please see Appendix 31 for requirements concerning years at rank/step.* | **Rank:**    **Step**:        **Annual Rate:** $      **Monthly Rate:** $  **Percent of Time:**      %  **Effective Date:** |

**Please include:**

|  |
| --- |
| History Record |
| Department Assessment (addressed to VC) |
| CV |
| Organizational Chart |
| Other Items (optional): |
| Email Cover Page to Luskin Analyst |

**DEAN'S ACTION: DATE:**

**CHANCELLOR’S ACTION: DATE:**

**DEPARTMENT’S ACTION:**

In lieu of the reappointment letter, an updated renewal form may be submitted reflecting the approved level, step and salary, if applicable.