**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.