**APPENDIX I: SAMPLE LETTER OF INTENT**



**To: [DEPARTMENT CHAIR]**

**From: [FACULTY MEMBER]**

**CC: [DIVISION DEAN, SVPAA]**

**Date: XXXXXXXXX**

**Re: Notification of Application for Promotion in Rank**

With this memorandum, I am notifying you (by the October 1st deadline) of my intent to apply for tenure and promotion in rank from Instructor to Assistant Professor. This notification is in accordance with Procedure 5-19(D) of the Columbus State Community College Policy and Procedures Manual.

My portfolio will be submitted to you by Friday of the first week of spring semester, and will provide documentation of sustained performance consistently exceeding expectations of my current rank. I understand that no substantive changes to the portfolio may occur after submission.