



<b>Name:</b>		<b>Academic Year:</b>
<b>College:</b>	<b>Department:</b>	<b>Year in Rank:</b>

This declaration form is required to be submitted by all tenured Associate Professors, Associate Librarians, and SSP-AR II Counselors at the beginning of their fifth year in rank. Moreover, tenured faculty seeking early promotion (before having served four years in rank) are also required to submit this form.

Please check the appropriate box below, sign, date, and send a completed copy to [far@fullerton.edu](mailto:far@fullerton.edu) **no later than the end of the second week of classes of the fall semester**. All requests received after this date shall require approval by the Provost and Vice President for Academic Affairs.

**I opt-out and DO NOT want to be considered for promotion and will undergo post-tenure review (I am tenured and am currently in my fifth year in rank).**

**I am tenured and request promotion consideration (I have served 4 or more years in my current rank).**

**I am tenured and request EARLY promotion consideration (I have not yet completed 4 years in my current rank).**

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

Per UPS 210.000 I.G.: "Promotion of a tenured faculty member to Professor shall normally be considered during their fifth year in rank, with promotion being effective at the beginning of the sixth year. A tenured faculty member may request that they not be considered for promotion during their fifth year in rank by submitting a written request to FAR no later than the end of the second week of classes of the fall semester. After requesting that they not be considered for promotion, the faculty member will undergo post-tenure review per UPS 210.020. Tenured faculty may request promotion consideration in a future academic year by submitting a written request to FAR no later than the end of the second week of classes of the fall semester.

A request for promotion consideration prior to having completed four years in rank shall be defined as "early." Early promotion to Professor requires that the faculty member has displayed excellence and sustained commitment to teaching, scholarly and creative activity, and service that promise future potential growth. Performance in all three areas of review shall be at the level of Excellent. Tenured faculty shall request early promotion by submitting a written request to FAR no later than the end of the second week of classes of the fall semester.."

Also, per UPS 210.002 II.A.4.e.: "A candidate for promotion may withdraw his or her promotion request without prejudice at any level of review prior to the final decision."