

**REQUEST FOR PROMOTION
FOR PART-TIME FACULTY**

Employee Name: _____
Last Name First Name MI

Department: _____

Promoted to: _____

SECTION A - EDUCATIONAL HISTORY

- Baccalaureate Degree:** _____ Date: ____/____/____
(Name of School / Institution) Month Day Year
- Master's Degree:** _____ Date: ____/____/____
(Name of School / Institution) Month Day Year
- Ph. D. Degree:** _____ Date: ____/____/____
(Name of School / Institution) Month Day Year
- D.D.S. Degree:** _____ Date: ____/____/____
(Name of School / Institution) Month Day Year
- Other Degrees:** _____ Date: ____/____/____
(Name of School / Institution) Month Day Year

SECTION B - PROFESSIONAL HISTORY

Please include any teaching experiences, hospital appointments, private practices etc.

Rank	Institution	Date (mm/ dd / yyyy)

Current Academic Rank at New York University: _____
Month Day Year

Present Time Commitment: _____ Percent of FTE: _____ Months: _____

SECTION C - CV REQUIREMENTS

Please attach current curriculum vitae using the CV template available on the [Dental Faculty Services card](#) in NYU Global Home (globalhome.nyu.edu), which contains the following information:

- a. Membership in learned and professional societies
- b. Honors and awards
- c. Publication history (include significant books and written articles)
- d. Lectures, seminars or clinics given within the college
- e. Lectures, seminars or clinics outside the college
- f. University citizenship (i.e., participation in Department, College or University committees, demonstrated interest in University policy, responsibility for advisement, etc.)
- g. Community citizenship (i.e., service on boards and commissions, appearance before Congressional and other committees, advisors to private and government agencies, etc.)

SECTION D - RECOMMENDATION REQUIREMENTS

One Professional Reference Letter (internal/external)
Department Chair to attach letter of recommendation specifically citing:

- a. Accomplishments as an educator (teaching)
- b. Scholarly activity
- c. Service activities

Citing listed in **a**, **b**, and **c** above is to be discussed in light of promotional criteria as stated in the "Guidelines for Part-Time Appointment and Promotions".

Please also comment on the future potential of the candidate: _____

Signature: _____
Department Chair / / _____
Month Day Year