

# Intent to Apply Form

Please use this form to document your intent to apply for Tenure-and-Promotion *or* Promotion. Once signed by the faculty member, forward the signed form to your department chair for approval. Once signed by the department chair, the chair should forward to the college/school dean. Once signed by the dean, the dean should submit the completed form to the Director of Faculty Affairs ([sjay@msudenver.edu](mailto:sjay@msudenver.edu)). The Office of Faculty Affairs as well as keep a copy for their own record.

## Faculty Information

Name:

900#:

Level of review:

In accordance with:

**(This is the department evaluation guidelines year with which you will be evaluated.)**

Signatures:

Faculty Signature:

Department Chair Signature:

Dean Signature: