

LECTURER PROMOTION ELIGIBILITY VERIFICATION

Lecturers seeking promotion to Senior Lecturer must complete and submit this form to Human Resources records for verification of terms taught. Allow up to 3 weeks to process verification.

Name:		
College/School:	(last)	(first) (Last 4 of SSN)
Department/Program:		
Contact number:		
TERMS TAUGHT		

A Lecturer may apply for a promotion in the eighth term of teaching at LMU. Please fill out the following information for at least seven terms taught at LMU. (Note summer teaching may be included)

Term Information	Term 1	Term 2
Semester/Year		
Team Taught? (Y/N)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Term Information	Term 3	Term 4
Semester/Year		
Team Taught? (Y/N)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Term Information	Term 5	Term 6
Semester/Year		
Team Taught? (Y/N)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Term Information	Term 7	Term 8
Semester/Year		
Team Taught? (Y/N)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

ATTESTATION

I, _____ am a Lecturer at Loyola Marymount University (LMU) and am submitting this form to verify my eligibility for a promotion. I understand that one requirement for approval of eligibility is at least eight semesters of teaching at LMU. I hereby acknowledge the above information that I have provided is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Email the completed form to: lpev@lmu.edu

APPROVAL	
Received by HR	Date:
Approval Status	<input type="radio"/> Approved <input type="radio"/> Denied Reason: