



### OVCA FORM 108A: APPLICATION FOR RECLASSIFICATION AND RANKING AND PROMOTION for FACULTY

Date: \_\_\_\_\_

For: \_\_\_\_\_  
*Dean/Director*

Attention: \_\_\_\_\_ **Department Chair/Program Director**

From: \_\_\_\_\_

Subject: **Application for Reclassification and Promotion**

I wish to submit my application for reclassification/promotion. I believe I have reached the required number of points to be reclassified/promoted from \_\_\_\_\_ (current rank) to \_\_\_\_\_ (rank being applied for).

Below is a table which highlights the criteria contained in the Faculty Manual, the credentials submitted to satisfy these requirements and the equivalent points proposed for your evaluation.

Criteria (maximum points)	Credentials	Proposed Equivalent Points	Actual Points (APEB)
Educational Qualification (22 pts.)			
Years of Teaching/Professional Experience (20 pts.)			
Research and Publications (15 pts.)			
Service to Committee/Community Service (10 pts.)			
Training Programs and Seminars (5 pts.)			
Performance Evaluation (23 pts.)			
Involvement in Professional Organizations (5 pts.)			

**TOTAL POINTS:** \_\_\_\_\_  
**EQUIVALENT ACADEMIC RANK:** \_\_\_\_\_  
**EFFECTIVE DATE:** \_\_\_\_\_  
**SY:** \_\_\_\_\_

I am willing to clarify the points I presented regarding my application or present other credentials should the APEB require me to do so.  
Thank you for your attention.

EVALUATED AND ENDORSED:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
*Dean/Director & Chairman*

