



# Request For Consideration Early Permanent Appointment

\_\_\_\_\_  
Date

To: President \_\_\_\_\_

In accordance with the provisions of the Policies of the SUNY Board of Trustees, I hereby request your consideration of my candidacy of early permanent appointment.

Pertinent information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Official State Title

\_\_\_\_\_  
SL Rank

\_\_\_\_\_  
Initial Appointment Date to Full Time  
Consecutive Years of Professional Service

\_\_\_\_\_  
Start Date of Current Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Current Appointment Type

\_\_\_\_\_  
Current Appointment Ending Date

I understand that if you approve my request for consideration, a recommendations package presenting my credentials will be prepared for your review. Furthermore, if permanent appointment is granted, such appointment will be effective on my \_\_\_\_\_ anniversary.

If my application for your review is denied, I understand that I may make application for permanent appointment during subsequent years of professional service. I understand that if the permanent appointment review process is conducted and permanent appointment is not granted, my employment with the university will cease at the end of my current term or probationary appointment.

Very truly yours,

\_\_\_\_\_  
Employee Signature

cc: \_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Intermediate Supervisor

Rev. Date 4/2016