PROCEDURES FOR EMPLOYMENT SECURITY STATUS APPLICATION AND REVIEW

# Recommended Timelines

8 months prior to fifth anniversary • Employee request to chair/director

 for letter of support. Should include

 package items 1-3, 6-8.

5 months prior to fifth anniversary • Candidate submits six full packages to

division office for distribution to

committee members. Package includes

items 1-8.

4 months prior to fifth anniversary • ESS/Promotion Review Committee meets

 to evaluate candidate(s) and make

 recommendations.

3 months prior fifth anniversary • Vice President/Dean approves or denies

 and candidate is notified.

 • Division office prepares Change in Job

 Detail Form and sends to Employment Services to have ESS entered on Banner.

# Recommended Material in Request for ESS Package

1. Cover sheet

2. Employee’s Personal Request Statement (justification)

3. Recommendation from Chair/Director

4. Professional Record, signed and dated

5. Letters of Evaluations (Optional)

6. Evaluations from previous 4 years

7. Evidence of excellence in job performance, professional achievement, and

 scholarly achievement (optional). May include examples of work or letters of evaluation from outside department. Letters of evaluation from outside the University are not encouraged.

8. Copy of ESS/Promotion Factors