

Academic Staff ESS Coversheet

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|--|---------------------------------|---|
| Candidate Name (Last, First, M.I.) | | Banner ID |
| Primary School/College/Division | | Primary Department/Program |
| Secondary School/College/Division | | Secondary Department/Program |
| Current Rank | Appointment History | |
| Academic Advisor | Initial WSU appointment date | Length of ESS-track service (in years & months) |
| Academic Services Officer | Initial WSU rank | Dates off ESS-track/Reason |
| Archivist | Date of last promotion (if any) | Date of appointment to ESS track |
| Extens Prgm Coordinator | | |
| Financial Aid Officer | | |
| Librarian | | |
| Univerisity Counselor | | |
| Univerisity Counselor Asst. | | |
| Athletic Coach/Trainer | | |
| Other | | |
| I | | |
| II | | |
| III | | |
| IV | | |
| Documentation Checklist | | |
| Provide the following documentation in the order listed below: | | |
| <ol style="list-style-type: none"> 1. This form 2. Employee's Personal Request Statement 3. Professional Record, signed and dated 4. Recommendation from Chair/Director 5. Letters of Evaluations (<i>Optional</i>) 6. Evaluations from previous 4 years 7. Evidence of Excellence in Job Performance 8. Copy of ESS/Promotion Factors | | |