

STATE UNIVERSITY OF NEW YORK  
COLLEGE AT PURCHASE

**PROFESSIONAL STAFF**

**REQUEST FOR REVIEW**

TO: College Review Panel

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

On \_\_\_\_\_ my request for promotion or salary increase was denied. I hereby request a review of that determination by the College Review Panel. The following documents are submitted for the Panel's consideration:

- Current and next-most-recent performance program
- Organizational chart for my area up to and including the Provost/Vice President/Officer
- Copy of Promotion or Salary Increase Request Form

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

**COLLEGE REVIEW PANEL RECOMMENDATION**

Promotion Request:  Recommended

Not Recommended

Salary Increase Request:  Recommended

Not Recommended

\_\_\_\_\_  
*Chair, Promotion Review Committee*

\_\_\_\_\_  
*Date*