staff promotion request

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | | | | | | | | | | | | | | Department | | | | |  | | | | | | | | | | | | | |
| Employee name | | | | | | |  | | | | | | | | | | | | | | | | | | | Empl ID | | |  | | | | |
| Current job title | | | | | | | |  | | | | | | | | | | | | | | | | Current salary | | | | | $ | | | | |
| Date of last performance review | | | | | | | | | | | | | |  | | | | | | | | Met standards or above 🞎Yes 🞎No | | | | | | | | | | | |
| *For those with visa status, the terms of the visa may not permit a change, or may require government approval before the change may be made. Please check one of the following:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎F1/opt, 🞎j-1, 🞎h-1b, 🞎o-1, 🞎tn, 🞎other, 🞎not applicable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed job title | | | | | | | | |  | | | | | | | | | | | | | | Proposed salary | | | | | | $ | | | | |
| Business reason for the change in job duties | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Supervisor Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Empl ID | | |  | | | | | | | | | | Name | | | | |  | | | | | | | | | | | | | | | |
| Email | |  | | | | | | | | | | | | | | | | Phone | | |  | | | | | | | | | |  | | |
| *If this increase is being paid by departmental funds, has the increase been included in your budget?* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎Yes | | 🞎No If no, provide funding source for salary increase | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approvals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor | | | | | |  | | | | | | | | | | | | | | | | | | | | | | Date | |  | | | |
| Mgmt Ctr/Dept Head | | | | | | | | | |  | | | | | | | | | | | | | | | | | | Date | |  | | | |
| Mgmt Ctr Budget Office | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Date | |  | | | |
| 🞎Org chart attached | | | | | | | | | | 🞎Job description attached | | | | | | | | | | | Date sent to HS | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For Human Resources Use** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jobcode | | |  | | | | | | | | | Title | | | |  | | | | | | | | | | | | | | | | SG |  |
| Empl Class | | | | |  | | | | | | Effective date | | | | | | | |  | | | | | | New salary | | | | | $ | | | |
| Approver | | | |  | | | | | | | | | | | | | Date confirmation sent to supervisor | | | | | | | | | | | | |  | | | |

**In-Position Promotion Request Procedure**

Occasionally employees may be promoted because the position they hold is significantly upgraded. Therefore, the supervisor may request an in-position promotion without posting the position.

1. The Supervisor must submit the promotion request to the Department of Human Resources (Crawford Hall, Room 320 LC: 7047). The request should include a new organization chart, job description, written explanation of the change in duties, and proposed job title and salary. The supervisor must obtain approval from the dean or department.
2. Human Resources (HR) will review the job description and salary and will work with the department to establish a final outcome.
3. If warranted, the effective date of the promotion will be the first of the month following the HR approval date (refer to HR Policy No IV-3a Staff, Salary Changes, Other than Performance Management).