***Please type information***

Incumbent name:       Current Appointment Period:

Proposed effective date of promotion:       (*Promotions are effective the first of the month following approval)*

Current Title: [ ]  RA [ ]  SRA [ ]  RS Specialized Technical Skills (STS): [ ]  *(Refer to Policies & Procedures)*

Proposed Title: [ ]  Research Associate [ ]  Senior Research Associate [ ]  Research Scientist [ ]  STS

Current salary: $       Proposed salary: $       % increase:

Status: [ ]  Full-time [ ]  Part-time:       (FTE) [ ]  Check if change in status

Source(s) of Funding:       [ ]  Check if changes in funding

*List speed types and % allocation*

Job duties of the requested position should be performed in CWRU space or in a space where CWRU research is being conducted AND a CWRU employee or faculty member should provide supervision. Factors to consider when determining the appropriate employer for this position include: Nature of the activity or work being performed; Employment of the supervisor; Population being served; Space in which the activity or work is performed; Funding source(s) for the salary; and Oher circumstances that may be relevant to the particular situation.

***Please refer to the RA/SRA/RS Policies and Procedures for additional guidance.***

**Please attach the following documents:**

* Basis for the promotion (e.g. new responsibilities, excellence in work, years of experience, etc.)
* New job description (highlight changes from the previous job description)
* Current curriculum vitae
* Annual Activity & Review form, if applicable
* J1 or H1 visa application, if applicable

**Visa Status** (if applicable): [ ]  H1B or [ ]  J-1 Current Expiration Date (if applicable):

Lawful Permanent Residency (Green Card) Application Status:  [ ]  NA

Department Chair, Division Chief and/or Center Director Department/Center (include Division if applicable)

Supervisor Name, Phone number and Email address

Department Administrator Name, Phone number and Email address (Primary Contact)

**Chair Signature Date**

*By signing I verify that appropriate funding is available for this appointment.*

Received by SOM Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Finance & Planning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Review Panel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VDR Approval (RS only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by RA/SRA/RS Committee (SOM HR Signature)** Date Department Notified

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office of Finance & Planning Approval** Date

For use Office of Faculty Affairs and Human Resources Only: Received by FAHR \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature (date)

To Finance & Planning \_\_\_\_\_\_\_\_\_\_\_\_\_ To Review Panel \_\_\_\_\_\_\_\_\_\_\_\_\_ Department Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

For use Office of Finance & Planning Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approval Signature Date

For use Office of Faculty Affairs and Human Resources Only: Received by FAHR \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature (date)

To Finance & Planning \_\_\_\_\_\_\_\_\_\_\_\_\_ To Review Panel \_\_\_\_\_\_\_\_\_\_\_\_\_ Department Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

For use Office of Finance & Planning Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approval Signature Date