

Promotion Request Form

Employee Name:	Date:
Current Employee Position:	Department:
Proposed New Position:	Effective Date:
Supervisor Name:	Supervisor Title:

Promotion Rationale

Please provide a brief explanation for the promotion, including any key change(s) in responsibilities that support the promotion. The Office of Human Resources will collaborate with you to ensure an updated job description is prepared and on file.

Approved by:

Department/Division Head/VP or Dean Signature

Date

Reviewed by:

Office of Human Resources

Date