

## THE COLLEGE PROMOTION/SALARY ACTION REQUEST

Check all that apply:  PROMOTION     SALARY/HOURLY RATE CHANGE     FTE CHANGE

The College of Liberal Arts and Sciences Department: \_\_\_\_\_ Dept Code: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**(Attach copy of resume and current/proposed functional list of job duties)**

### CURRENT POSITION

### PROPOSED ACTION

<p>JOB TITLE: _____</p> <p>EMPL TYPE: _____</p> <p>EMPL RECORD: _____ JOB CODE: _____</p> <p>POSITION # _____</p> <p>CURRENT SALARY: _____</p> <p>CURRENT FTE: _____</p> <p>Cost Center/Program _____ %</p> <p>Cost Center/Program _____ %</p> <p>Cost Center/Program _____ %</p>	<p>JOB TITLE: _____</p> <p>EMPL TYPE: _____</p> <p>EMPL RECORD: _____ JOB CODE: _____</p> <p>POSITION # _____</p> <p>NEW SALARY: _____ % INCREASE _____ %</p> <p>NEW FTE: _____</p> <p>Cost Center/Program _____ %</p> <p>Cost Center/Program _____ %</p> <p>Cost Center/Program _____ %</p>
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### JUSTIFICATION FOR CHANGE:

\_\_\_\_\_  
Contact Name (PLEASE PRINT)

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
Department Chair/Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
The College Divisional Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
The College Dean Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*When approved, form will be returned to the unit. Please process updates/changes in PeopleSoft via a PTR and Position Management.**