

## THE COLLEGE PROMOTION/SALARY ACTION REQUEST

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

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

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

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

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

### CURRENT POSITION

### PROPOSED ACTION

JOB TITLE: _____ EMPL TYPE: _____ JOB PROFILE: _____ POSITION #: _____ CURRENT SALARY: _____ CURRENT FTE: _____  Cost Center/Program _____ % Cost Center/Program _____ % Cost Center/Program _____ %	JOB TITLE: _____ EMPL TYPE: _____ JOB PROFILE: _____ POSITION #: _____ NEW SALARY: _____ % INCREASE _____ % NEW FTE: _____  Cost Center/Program _____ % Cost Center/Program _____ % Cost Center/Program _____ %
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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 Workday via job change/compensation change and/or position restrictions.**