Guidelines for Memos Requesting Promotion/Reclassification
For Research Personnel

Insert Date

MEMORANDUM

TO: Dr. Karen L. Butler-Purry
Interim Vice President for Research

THROUGH: College Dean

THROUGH: Department Head/Director

FROM: Principal Investigator/Supervisor

SUBJECT: Request for Promotion/Reclassification for {*Name-UIN*}
University Rule 31.01.01.M7

Memo must include:

- Employee Name, Title, Department
- Current (and proposed if promotion) PIN
- Current and proposed monthly salary/hourly rate
- Percent increase of proposed rate
- Current (and proposed if different) FTE
- Source of funding and its sustainability for future years
- Concise and factual justification statement
- Proposed effective date

Attachments must include:

- RPA Form, including verification of:
    - Degree and/or license
    - Criminal background check (not required for reclassification)
    - Hiring certificate (required for posted positions)
- Resume/CV
- Committee Approval Form (if title requires it)