

Purdue University Fort Wayne
Staff Promotion Nomination Form

Name of Nominee:

Department:

Current Classification

Job Title:

Career Stream:

Hourly Rate or Annual Salary:

Requested Classification

Job Title:

Career Stream:

Hourly Rate or Annual Salary*:

** Department may award an increase of 5% - 10%, but this hourly rate may not be below the minimum, or above the maximum, hourly rate for the higher level position.*

Justification for Promotion (attach additional page if more room needed):

Job Description (if required; see instructions) – please attach to nomination form

Source of Funding for Promotional Increase:

HR-OIE Comments or Classification Determination:

Submitted by:

Name

Title

Date

Dean/Unit Leader:

Name

Title

Date

HR-OIE Review:

Name

Title

Date

**Chancellor or
Vice Chancellor**

Name

Title

Date

Staff Promotion Nomination Form Instructions

Please complete form with information about the current classification and proposed classification of the staff member being nominated. Form should be approved by supervisor or department head, and dean or unit leader, prior to submission to HR-OIE.

Promotion Periods: Promotions will become effective on January 1st or July 1st of each year. Nominations must be submitted to HR-OIE no later than November 1st for the January 1st promotion period, or March 31st for the July 1st promotion period.

Eligibility: A staff member must have completed at least one year of benefitted service to be considered for promotion. In addition, the staff member must not have been promoted (through job transfer, promotion, or reclassification) within the last 12 months. It is common for an employee to perform the duties of a higher-level position for 3-6 months before being nominated for promotion.

Criteria: In order for a staff member to be promoted, the department/unit must have a business need for a higher level position. In addition:

- Staff member's skillset matches requirement of higher level position
- Staff member has sustained high performance as demonstrated by two most recent performance reviews
- Staff member has demonstrated effort to gain new skills and grow in career
- Staff member has personal motivation for an increase in responsibility

Promotion request should not:

- Be based on manager's subjective opinion unsupported by good performance reviews
- Be based solely on staff member's length of service, completion of degree, or addition of a new skill
- Be based on discrimination, fraternization, favoritism, or nepotism

Job Description: If nomination is for a one-level increase in the same job function, no job description is required. If, however, the nomination is for an increase of more than one level; or if the requested status is a change in job function; or if the requested change involves moving from nonexempt (hourly-paid) to exempt (salaried); then a job description is required. Here are some examples

Current Classification	Requested Classification	Job Description Required?
S2 Administrative Assistant	S3 Administrative Assistant, Senior	No
P1 Fundraising Administrator, Associate	P2 Fundraising Administrator	No
S2 Operations Clerk	S4 Operations Clerk, Lead	Yes (more than a one-level change)
P2 Student Affairs Administrator	P3 Program Administration Specialist, Senior	Yes (change in job function)
SK4 Maintenance Technician, Lead	M1 Maintenance, Supervisor	Yes (change from nonexempt to exempt)

Promotional Increase: On the nomination page are found the salary increase parameters for a one-level promotion in the same job function. For any change requiring a job description (see above), contact HR-OIE Compensation for a pay recommendation.

Funding: Units will need to identify a source of funding for any proposed increase.