

# Administrative Staff Promotion Request Form

## Section I: Applicant Information

Applicant's Name	<input type="text"/>	Date	<input type="text"/>
Department	<input type="text"/>	Applicant's ID #	<input type="text"/>
Supervisor's Name	<input type="text"/>	Supervisor's Email	<input type="text"/>

**Please indicate the reason for the promotion by checking the box below (see Administrative Staff Promotion Procedures for more details )**

- |   |  |
|---|--|
| <input type="radio"/> New Position (grading by HR required) | <input type="radio"/> Restructure/Reorganization |
| <input type="radio"/> Existing Vacant Position              | <input type="radio"/> Increased Span of Control  |

### To be completed by the supervisor:

Please include the following information supporting the request for promotion:

- ☐ Describe specific rationale for the promotion request. Please include the evaluation standards for selecting this employee.
- ☐ Describe considerations that were given to under-represented groups.
- ☐ Describe your current organizational structure.
- ☐ Other supporting documentation (may be included as attachments)

## Section II Reviews and Recommendations

### Divisional Vice President/Dean

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Immediate Supervisor

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Human Resources

Signature \_\_\_\_\_ Date \_\_\_\_\_