**CLAS PROMOTION/SALARY ACTION REQUEST**

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB TITLE:** |  | | **JOB TITLE:** |  | |
| **EMPL TYPE:** |  | | **EMPL TYPE:** |  | |
| **EMPL RECORD:** |  | | **EMPL RECORD:** |  | |
| **POSITION #** |  | | **POSITION #** |  | |
| **TOTAL SALARY:** |  | | **TOTAL SALARY:** |  | |
| **TOTAL FTE:** |  | | **TOTAL FTE:** |  | |
|  |  | |  |  | |
| **ACCOUNT NUMBER** |  | **%** | **ACCOUNT NUMBER** |  | **%** |
| **ACCOUNT NUMBER** |  | **%** | **ACCOUNT NUMBER** |  | **%** |
| **ACCOUNT NUMBER** |  | **%** | **ACCOUNT NUMBER** |  | **%** |

**JUSTIFICATION FOR CHANGE:**

|  |
| --- |
|  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name (PLEASE PRINT) Phone/Fax**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair/DirectorSignature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLAS Dean BOM Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLAS Dean Signature Date**