

THE UNIVERSITY OF ALABAMA
Request for Job Family Promotion
To be completed by the supervisor

Employee and Job Data		Dept #: _____
Employee Name: _____	CWID: _____	
Date of Hire: _____	Date Hired in Current Position: _____	
Current Title: _____	New Title: _____	
Current Grade: _____	New Grade: _____	
Current Hourly Rate: _____	New Hourly Rate: _____	
(See Compensation Guidelines for Promotions)		

Justification for Promotion

Has this employee met the requirements for proposed position as outlined in the Job Family Qualifications?

Education:	Yes	No
Experience:	Yes	No
Satisfactory Job Performance:	Yes	No
Training:	Yes	No

(If Yes, please attach a listing from HRD of the course titles and dates attended of the required training.)

Has the employee been assigned higher level duties and responsibilities **AND** is consistently performing at a **Satisfactory level**? Yes No

(If Yes, a revised job description must be on file in Human Resources).

Supervisory certification:
I certify that the above information is true and accurate to the best of my knowledge.

Supervisor: _____ Date: _____

Supervisor Box Number: _____

Supervisor E-mail address: _____

Approvals

Department Head: _____	Date: _____
Dean/Director: _____	Date: _____
Human Resources: _____	Date: _____

Forms are to be submitted to the Dept of Human Resources at Box 870126