**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**