

Internal Promotion/Transfer Request Form

Staff, Administrative and Non Tenure/Tenure Track Faculty Promotions

Select One: Internal Promotion _____ Internal Transfer _____

Position Title (*Vacating*): _____ PSB#: _____

Working Title (if applicable): _____

Employee Name: _____

Department/BU Code: _____

Current Annual Salary: _____ Proposed Annual Salary: _____ Proposed Increase %: _____

If space or font sizing is not adequate, please attach a memorandum providing the information requested below.

1. Provide a reason/justification for the change.

2. Based on the minimum and preferred qualifications, as listed in the posting, state how the employee meets the qualifications? (Must specifically reference the qualifications listed in the posting)

3. Indicate the employee(s) in the department who are qualified for the position and provide a justification that explains why each person was not considered and/or selected for the position?

