

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

| | | |
|--|--|---------------|
| Employee and Job Data | | Dept #: _____ |
| Employee Name: _____ | Social Security #: _____ | |
| 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