

|  | PROCESS | | |
|---|--|---|---|
| | | | Page 1 of 1 |
| | Publication Date: 01/09/2024 | Division: People, Culture & Administration | Document Owner: Michael Klompus |
| Title: Promotion Request Form Process | | | |

OVERVIEW: To be completed when requesting a promotion. For the word version of this document please visit Box (*All Files > 00 Knowledge Library > People and Culture > People & Culture Policies & Procedures > Compensation and Salary Documents > FY23*) or click [\[here\]](#).

| | |
|--------------------------------------|--|
| Employee Name: | New Salary Requested amount: \$ |
| Current Title: | Requested New Title: |
| Hire Date: | Date to assume new role: |
| Current no. of staff managed: | No. of staff managed in new role: |
| Length of time in position: | Request Submitted By: |

Instructions

Position Supervisor completes this request form, obtains approval from your Leadership Team member and submit it to the Chief People Officer along with an updated job description.

Note that all requests will go through an evaluation process. The Chief People Officer will follow-up with information on next steps.

Promotion Request Justification

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the controlled version published online prevails.

| | | | |
|--|--|---|---|
|  for every child | PROCESS | | |
| | | | Page 1 of 1 |
| | Publication Date: 01/09/2024 | Division: People, Culture & Administration | Document Owner: Michael Klompus |
| Title: Promotion Request Form Process | | | |

| Promotion Criteria | Comments & Examples |
|---|---------------------|
| A history of excellent performance. | |
| A summary of the skills gained in the preceding years noting especially how the employee's skills and experience align with the higher level or position. | |
| Three concrete examples of significant contributions to UUSA and samples of such work, if relevant. | |
| A description of the employee's expanded or additional responsibilities. | |
| If the promotion is approved with the requested salary increase, please describe the plan to ensure your department/division will remain within the approved budget | |

| Additional Comments |
|---------------------|
| |

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the controlled version published online prevails.

|  for every child | PROCESS | | |
|--|--|---|---|
| | | | Page 1 of 1 |
| | Publication Date: 01/09/2024 | Division: People, Culture & Administration | Document Owner: Michael Klompus |
| | Title: Promotion Request Form Process | | |

☐ Supervisor signature: Click here to enter text.
enter text.

Date: Click here to

☐ LT Signature: Click here to enter text.
enter text.

Date: Click here to

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the controlled version published online prevails.