Request for Job Family Promotion

Division/Div. #: _____   Department/Dept. #:_____

Employee Banner ID: _____   Employee Name: _____

Position Number: _____   FOAP Acct. Number: _____

Current Job Code: _____   New Job Code: _____

Current Title: _____   New Title: _____

Date of Hire: _____   Date of Hire in Current Position: _____

At any time, your Compensation Administration team and your department's HR Liaison are available to assist you. A listing of HR Liaisons is available at aub.ie/hrl.

Compensation Team:

- Shelly Murray, Director, Compensation and Classification, (334) 844-1635
- Bailey Ward, Manager, Classification & Compensation Administration, (334) 844-1601
- Anna White, Assistant Manager, Compensation Administration, (334) 844-1858
- Kimberly Hedden, Compensation Specialist, (334) 844-7050
- Laura Layfield, Compensation Specialist, (334) 844-1670
- Carson McClendon, Compensation Specialist, (334) 844-1773
- Kevin Engle, Compensation Specialist, (334) 844-5370

Submitted by:

Supervisor's Name:_____

Supervisor's Title: _____

Supervisor's Banner ID: _____

Justification for Promotion

Please see the job leveling guidelines attached to the job description for an explanation of Responsibilities, Knowledge, and Education and Experience required for each level of the job family. Please provide at least two specific supporting examples for each question. *(If you need additional space, please attach the information to this form or the email.)*

Does the employee meet or exceed the minimum qualifications for the proposed new job?

Yes ☐   No ☐

If yes, provide examples of how the employee exceeds minimum qualifications.

Has the employee completed all training and development requirements as established by the supervisor? Yes ☐ No ☐

Please list and explain the fulfillment of training and development activities previously established by the supervisor.

To be promotion eligible, the employee must have received a performance rating of no less than "3" or "strong performance" in the last 12 months. Has the employee received a performance rating of a 3 or greater in the last 12 months? Yes ☐ No ☐

Please describe below the employee's increase in his/her level of competency (ies).

Please explain how the employee has demonstrated the ability to perform the responsibilities of the higher-level job. Provide at least one example.

Does the department have a legitimate need for the new level of responsibilities required of the higher-level job? Yes ☐ No ☐   Please explain.

Supervisor's statement: Please provide a brief statement supporting the employee's readiness for promotion.

Submit any other documentation, such as an employee's resume or vita, to support this requested job family promotion.

Once completed, please submit this form along with any other justification documents to your Human Resource Liaison.

Approvals:

Supervisor (print): _____Sign:_____Date:_____

Dept. head (print): _____Sign:_____Date:_____

Dean/director(print): _____Sign:_____Date:_____

HR Liaison (print): _____Sign:_____Date:_____