**INTERNAL PROMOTION POLICY REQUEST**

*UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES*

**Date**:

**To:** Melinda Crawford

Director of Talent Acquisition/Training & Development, Human Resources

**From:** Requesting Dept/Unit Head Lived Name:

Title:

Department:

Extension and Email:

**Candidate/Employee’s Lived Name:**

**Reasons for Request**: *(*The request shall include the title of the position, the name of the candidate being recommended and a portfolio of material describing the candidate’s skills, knowledge and abilities, a resume or TAM application, a job description of the candidate’s current job and the job to be filled, the candidate’s unique qualifications and the specific reasons for requesting the internal promotion*).*

**Appointment Information:**

Proposed Appointment Dates: From:       To:

Department:

Position Number:

Employee Class:

Current Job Code:

Current Job Title Name:

Current Salary Rate:

Proposed Job Code:

Proposed Job Title Name:

Proposed Salary Rate:

Proposed Percent Increase:

Is the proposed salary rate a

request to pay above midpoint?

***The following items have been submitted to Human Resources through OACIS and the online requisition/application process:***

1. **Requisition** – online requisition created from an approved job description in the Job Builder; request memo uploaded as an attached document.
2. **Resume or Job Application** – resume uploaded as an attached document or online TAM application created and submitted without selecting a job opening.saved only.

**Required Department Signature Approvals:**

Department Approval:

Department Approval Date:

Control Point Approval:

Control Point Approval Date:

Dean or Vice Chancellor Approval:

Dean or Vice Chancellor Approval Date:

**Required HR Signature Approval:**

Job Opening ID for Internal Promotion Policy Request

Human Resources Date

Director of Talent Acquisition/Training & Development, Human Resources

Approved \_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_