



■ PROMOTION AUTHORIZATION FORM
Department of Human Resources

Position To Be Filled: _____
Budget Code For Position: _____
Preferred Start Date: _____

Department: _____
Supervisor of Position: _____

Name of Final Selection: _____

Current Position/Salary: _____

Recommended by: _____
Hiring Manager Department/Division

Reviewed/Recommended by: _____
Vice President/Dean/Director Department/Division

Approved by: _____
Member/Executive Council Date

To Be Completed By Human Resources Only Compliance Standards Met (if applicable for search) _____

Employee Group:

- Executive Administrator Faculty Professional Confidential
 Ciarco Learning Center Support Staff (including 90-day Probationary Period)

Offer Accepted:

Offer Rejected:

Start Date: _____

Reason (if known)

Starting Salary: _____

Board Meeting Date: _____

Faculty: _____
(Step/Guide)

Ten Month / Eleven Month

Chief Human Resources Officer

Date