



## FY 12 PROMOTION REQUEST FORM

### Brown University Human Resources

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Incumbent Name

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Supervisor Name

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Department

#### SUPERVISOR'S INSTRUCTIONS

- Attach a newly completed Job Description and a department organizational chart.
- Complete the information below based on the current specifications of the position and the department's recommended outcome.
- Discuss the recommended salary outcome with appropriate senior staff or divisional representative prior to submitting the audit request and obtain approval for the funding source.

#### Current Specifications

#### Recommended Outcome\*

Title:

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Grade:

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FLSA Status:

☐ Exempt

☐ Non-Exempt

☐ Exempt

☐ Non-Exempt

FTE Salary:

\$

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\$

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% Increase

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In the space below, state specifically those changes or additions to the new Job Description which were not part of the old Job Description and the justification for this Job Audit request.

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#### SIGNATURES/APPROVAL

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Supervisor Signature\*\*

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Signature Date

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Department Head Signature\*\*

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Signature Date

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Senior Officer (or Divisional Representative) Signature\*\*

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Signature Date

**Please submit requests to Senior Officer for by April 25<sup>th</sup> unless an earlier deadline has been set by the Division.  
Please submit approved requests to Compensation Services, Box 1879 by May 2, 2011.**