*Insert Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

Vice President for Research

**THROUGH:** College Dean

**THROUGH:**  Department Head(s)/Director(s)

**FROM:** Principal Investigator(s)/Supervisor(s)

**SUBJECT:** Internal Promotion (*or Transfer*) Request for {*Name-UIN*}

In accordance with University Standard Administrative Procedure 31.01.01.M7.03, an internal promotion (or transfer *– if lateral move*) is requested for …

Memo must include:

* Employee Name, Title, Department
* Current and proposed budgeted PIN
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Current (and proposed if different) FTE
* Source of funding (account number with function code 15) and its sustainability for future years
* Concise and factual justification statement:
  + The employee has education and experience that meet or exceed the minimum required qualifications for the proposed position
  + The employee has been employed in their present position for at least three months.
  + The employee has a satisfactory record of performance.
  + A description of the reason(s) why the position is proposed to be filled by promotion or transfer in lieu of a notice of vacancy.
  + If transfer is to a position with lower qualification and/or pay, include information regarding the employee’s acknowledgement and volition for the move, or include reduction-in-force or expiration of contract/grant explanation.
* Proposed effective date

Attachments must include:

* Verification of Degree and/or license (email from Human Resources), if applicable
* Verification of Criminal Background check, if applicable
* Résumé/CV
* Previous and new job descriptions (if not already edited & approved in Workday)

cc: Personnel File