



UNIVERSITY OF DAYTON PROMOTION REVIEW FORM

Date: _____ Department: _____

Employee Name: _____ Supervisor Name: _____

Current Job Title: _____

New Job Title: _____ Effective Date: _____

Please provide as much information as possible about the promotion, specifically addressing the following questions:

- 1) Does the individual you would like to promote meet the minimum qualifications of the new position?

- 2) Please explain why the person selected for promotion was the best qualified for this position. (Note that any sequential promotion – *i.e.*, a subsequent promotion to backfill the position made vacant by another promotion – is not automatic. Accordingly, you are encouraged to consult with the Office of Human Resources, 9-4027, and Affirmative Action, x9-4211, if such a promotion is being contemplated.)

- 3) Is this a natural progression of the position description responsibilities from the current to the promotional position? Please explain.

- 4) Were there other employees equally qualified and considered for this position? How did you determine this?

Note that this form, and the individual's qualifications, will be reviewed by Human Resources and the Affirmative Action Office to assess the University's continuing compliance with equal employment opportunity obligations, affirmation action requirements and other requirements. For the University's recordkeeping and compliance purposes, the Office of Human Resources and/or Affirmative Action Office may contact you for additional information.

(Supervisor's signature)

Date

(Dean's or Vice President's signature)

Date

A position description must be modified in PeopleAdmin, and this form submitted to the Compensation Manager, Office of Human Resources (Campus +4 ZIP 1649 or alinz1@udayton.edu).

FOR OFFICE USE ONLY BY HR & AA:

- **ADDITIONAL CONSIDERATIONS:**

- **ACTION TAKEN:**