

Request for Job Family Promotion

Division/Div. #: _____	Department/Dept. #: _____
Employee Banner ID: _____	Employee Name: _____
Position Number: _____	FOAP Acct. Number: _____
Current Job Code: _____	New Job Code: _____
Current Title: _____	New Title: _____
Current Salary: _____	New Salary: _____
Date of Hire: _____	Date of Hire in Current Position: _____

At any time your Compensation Administration team and your department's Human Resource Liaison are available to assist you. If you need assistance in identifying the department liaison visit the HR website: http://www.auburn.edu/administration/human_resources/hrliais.htm

Compensation Team:

Shelly Murray – 4-1635 sjm0049@auburn.edu

Bailey Ward – 4-1601 beb0017@auburn.edu

Submitted by:

Supervisor's Name/Title: _____

Supervisor's Banner ID: _____

Justification for Promotion

Please see the job leveling guidelines attached to the job description for an explanation of Responsibilities, Knowledge, and Education and Experience required for each level of the job family. Please provide at least two specific supporting examples for each question. *(If you need additional space, please attach the information to this form or the email.)*

Does the employee meet or exceed the minimum qualifications for the proposed new job?

Yes No

If yes, provide examples of how the employee exceeds minimum qualifications.

Has the employee completed all training and development requirements as established by the supervisor? Yes No

Please list and explain the fulfillment of training and development activities and attach the completed and signed Annual Employee Training and Development Plan (page 7).

To be promotion eligible, the employee must have received a performance rating of no less than “3” or “strong performance” in the last 12 months. Has the employee received a performance rating of a 3 or greater in the last 12 months? Yes No

Please describe below the employee’s increase in his/her level of competency (ies).

Please explain how the employee has demonstrated the ability to perform the responsibilities of the higher level job. Provide at least one example.

Does the department have a legitimate need for the new level of responsibilities required of the higher level job? Yes No Please explain.

Supervisor's statement: Please provide a brief statement supporting the employee's readiness for promotion.

Submit any other documentation, such as an employee's resume or vita, to support this requested job family promotion.

Once completed, please submit this form along with any other justification documents to your Human Resource Liaison.

Approvals:

Supervisor (print): _____ Sign: _____ Date: _____

Dept. head (print): _____ Sign: _____ Date: _____

Dean/director (print): _____ Sign: _____ Date: _____

HR Liaison (print): _____ Sign: _____ Date: _____

Sample Auburn University Job Family and Levels

Job Family Name: Admin Professional 3-Level

Sample Jobs: Accountant; Editor; Internal Auditor; Buyer; Counselor, Career; Advisor, Admissions; Curator; Human Resources Generalist

Level 1

- **Responsibility:** Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.
- **Knowledge:** Knows fundamental concepts, practices and procedures of particular field of specialization.
- **Education and Experience:** Bachelor's degree in discipline appropriate to position with no experience.

Level 2

- **Responsibility:** Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.
- **Knowledge:** Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.
- **Education and Experience:** Bachelor's degree in discipline appropriate to position plus two years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Level 3

- **Responsibility:** Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in advisory capacity to managers or faculty.
- **Knowledge:** Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected, by own area.
- **Education and Experience:** Bachelor's degree in discipline appropriate to position plus four years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Annual Employee Training and Development Plan

Name of employee

Fiscal Year

DISTRIBUTION OF TRAINING:	HRD Courses	OTHER Courses	On the Job Training	DATE Completed
DIVISION ORIENTATION:				
HUMAN RESOURCE DEVELOPMENT:				
Communication				
Leadership				
Service				
Teamwork				
Process Improvement				
UNIT/JOB SPECIFIC/ TECHNICAL:				
PROFESSIONAL DEVELOPMENT: As assigned, participation in regional/national organizational activities and university service				

Supervisor

Date

Employee

Date