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| Adelphi University Logo - Wordmark | Office of Human Resources |

## Salary Increase and/or Promotion Request Form

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| Employee Information | |
| Employee Name: | |
| Current Position Title: | Years of Exp. In this Position: |
| Current Annual Salary: $ | Level of Education: |

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| Requested Information | |
| Reason for Increase (Check one): | Promotion  Salary Increase  Both a Title and Salary Change |
| Proposed Annual Salary & Title (if applicable): | % Change Proposed: |
| How will this increase be funded? | |

| Justification | | |
| --- | --- | --- |
| Instructions: Requests for salary increases and promotions must include a justification.  * Salary increases require a brief summary (two or three sentences) of specific accomplishments and reasons for the increase. * Promotions require a summary of specific key accomplishments, a list of additional duties and a revised job description. Be advised that significant changes to the job description are required in order for a promotion to be considered (such as new supervisory responsibilities, essential functions, etc.). | | |
| For Promotion requests:Additional Duties:Percentage of time spent on these new responsibilities? | | |
| Justification (Continued) | | |
| Will any current responsibilities be reassigned to another employee? If so, what responsibilities? | | |
| If you are requesting a promotion, Indicate the employee(s) in the department (if any) who also possess the qualifications for this position and provide a justification that explains why each person was not considered and/or selected for the position. Describe why the selected employee is the most qualified for the position. | | |
| **For salary increases:** Justify the salary increase request and how you arrived at the amount requested. | | |
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| Requestor Name | Signature | Date |
| Executive Leadership Agreement | Signature | Date |

Requestor: Do not complete this section

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| Human Resources Recommendations/Comments/Surveys Used: | | |
| Budget Comments (for availability & source of funds): | | |
| Human Resources Approval | Signature | Date |
| Budget Approval | Signature | Date |
| Final Approval | Signature | Date |