



MIDWESTERN
STATE UNIVERSITY

Recommendation for Internal Promotion Form

I am recommending the following individual: _____

Campus M#: _____

To be completed by Budget: Current PC# _____

To the Proposed position of: _____

Replacing _____ vacant since _____

To be completed by Budget: Proposed PC# _____

Department/Division: _____

Banner Fund/Org/Prog: _____

Current Salary: _____

Recommended Salary: _____

Amount of Increase: \$ _____

Percentage of Increase: _____

Effective Date: _____

This position is designated as security sensitive and requires a criminal background check.

Justification for Recommended Promotion:

Please print this form – sign and date and forward to next appropriate level for signature.

Supervisor's Signature

Date

APPROVALS

Director/Relevant Dean

Director of Human Resources

Relevant Vice President/Provost

President

Budget

A copy will be sent to the originating office after approval.