

# AP PROMOTION JUSTIFICATION

## To be used for AP positions only

The AP Promotion Justification form is to be completed and attached to the Hiring Approval Form for routing before an AP promotion has been granted. The Promotion Justification form will be reviewed by Human Resources and The Office of Inclusion and Equity as well as by the Appointing Officer and Executive Officer for the division in which the promotion is to occur. The process will ensure transparency and will provide an opportunity for communication to occur if there are any questions or concerns relating to the promotion.

Name of staff member being promoted:

Current Position Title:

Suggested Position Title:

Department:

Current Salary:

Suggested Salary:

How will you fund this promotion?

Promotion Start Date:

**Rationale for promoting the candidate:** Explain how this promotion decision occurred.

**Suggested Salary Justification:** Explain how this suggested salary compares to the current salaries within the department and how this salary will impact the current salaries in the department.

What is the market paying for this type of position?

What is the source(s) of this market data?

Qualifications of current staff member:

- Years in current position:
- Years of experience in the profession prior to working at GVSU:
- Highest degree:
- Degree date:
- Institution:
- Discipline:

Other determining factors:

\_\_\_\_\_  
Signature of the person requesting the promotion decision

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Officer

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Human Resources  
Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affirmative Action  
Comments:

\_\_\_\_\_  
Date