

As of April 3<sup>rd</sup>, 2020, the Provost and EVP must approve staff promotions. To this end, please utilize the promotions spreadsheet for any reclassification or equity review request that reflects a promotion, even if the department is not seeking a pay increase currently.

## **Process:**

Hiring range and % and \$ amount increase must be populated in the promotions request spreadsheet.

1. Enter the DORR reclassification action and allow time for the review and confirmation of the range, **before** submitting your promotion request. Compensation SLA for DORR actions is 7 business days. For example, if you submit a DORR action on Monday, Nov 9 for a reclassification/promotion request, allow through Nov 17 for completion of the review. Compensation can often confirm a range within a few days but need to allow for any back and forth with you in the event the market alignment is in question.
2. Once the range is confirmed, complete the promotions request spreadsheet, including the range and increase information.
3. Submit all promotion requests, via the fully completed spreadsheet, directly to your Compensation Analyst.

## **Timeline**

Fully completed promotions spreadsheet must be submitted to Compensation **by Wednesday** for Friday submission of the same week.

Be sure to budget time for the DORR action review as you plan for the promotion request.