



Department

Requester Name

Requester Email

Employee Name

Employee ID

Current Job Code

If job code is changing due to career track change,
select requested new job code

Justification

Effective Date

Requested Salary

Is this due to a counter-offer, compression or equity concern?

Yes

No

If yes, please provide context and explanation to why a counter-offer, compression or equity adjustment is needed:

By signing below you are confirming that this promotion does not cause a pay inequity within your institute/department and complies with the pay structure in place for your unit in accordance with the Colorado Equal Pay Act

Supervisor Signature

Research Faculty
HR Initial

Dean, Institute Director, or Designee Signature