



VPR Promotion or Salary Change Request Form

Please complete & submit the form along with any supporting materials to Human Resources: Jennifer Walsh (jwalsh@mit.edu). Please allow 2 weeks for a decision on this request.

HR/AO Name	DLC	Phone #	Date of Request

Name of Employee:	Department:	Current Job Title:	Current Position Title:
Original Date of Hire:	Current Position Hire Date:	Current % effort or hrs/wk:	
Type of Increase: (choose one from the options to the right)	<input type="checkbox"/> Promotion	<input type="checkbox"/> Increased Responsibility	<input type="checkbox"/> Other
	<input type="checkbox"/> Transfer within depart.	<input type="checkbox"/> Equity (Internal)	
If submitting for promotion, please provide:	Proposed New Job Title:	Proposed Position Title	

Please provide a justification for the salary increase along with current & revised job descriptions reflecting changes to the position for promotions or increased responsibility (please highlight changes). For changes due to increased responsibility, please explain how the work was previously handled and the impact on the duties of other staff members in your unit as a result of this change.

Please provide current & proposed salary using annual salary (FTE) for exempt employees and the hourly rate for non-exempt employees: Please note we can no longer do retroactive salaries

Current Salary:	Proposed New Salary*:	Percent Increase:	Effective Date of Action**:
\$	\$	%	or <input type="checkbox"/> Upon approval date

Increase Amount During Most Recent Review:

Percent Increase:	Actual Dollar Amount:	Effective Date of Most Recent Increase:	Date of Most Recent Out-Of-Cycle Increase
%	\$		or <input type="checkbox"/> N/A

Please provide the source of funding and cost object that will be used to cover the increase:

How proficient is the employee in meeting the requirements of the job?

<p>How does the employee's recommended salary compare with that of others in the same or similar job in DLC? e.g. number of years of MIT experience or prior relevant work experience. Please provide the following information for employees in your department. To include more than four, you may attach an additional sheet.</p>						
NAME	JOB TITLE	SALARY	HIGHEST DEGREE	YEARS OF EXPERIENCE		COMMENTS
				MIT	PRIOR	
<p>How does the recommended salary compare with that of the employee's supervisor and, where appropriate, direct reports? Please provide specifics.</p>						

*Typical increases: Increased responsibility up to 5%, and promotions 5-15%.

** Salary increases will become effective on or after the date of approval.