

CAREER ADVANCEMENT APPLICATION

- 1) Complete one unique Career Advancement (CA) form for each job for which you wish to apply.
- 2) Create a Staff or Faculty Application online and apply to the specific position(s) of interest.
- 3) Scan CA form as a PDF file and attach the unique CA form when directed to attach additional documents at the time of applying to the position online.
- 4) In order for a CA form to be processed, the following criteria must be met:
 - a) Candidate has been in current position for at least one full year (if a full-time employee) or at least six months (if a part-time employee).
 - b) Position applying for is in a higher pay range than current position.
 - c) Candidate is not under corrective review.
 - d) CA form **MUST** include both your current supervisor and the department manager signatures at the bottom of this document.

Employee Name (Please Print): _____

E-mail: _____ Phone: _____

Current Position Title: _____

Department: _____ Supervisor: _____

Hire Date for Current Position: _____ Current Pay Grade: _____

New Position Applying For (Only List ONE): _____

Department Applying To: _____

My qualifications for this position are: _____

Employee Signature

Date _____

Current Supervisor's Signature

Date _____

Department Head

Date _____

Career advancement requests will be administered without regard to race, color, ancestry, age, sex, national origin, pregnancy or childbirth, disability, military veteran status or other status protected by law. This application and any resulting career advancement does not set forth either express or implied contractual obligations of the University and does not affect nor alter the at-will employment status of the employee in any way.