

PROMOTIONS – PAID FACULTY IN A POSITION

My Client Groups

Select Show More

Select Request a Position Change

Select Show Filters

In **Position Name** field, type in current position number (found in the Employment section of their Pitt Worx record under Job Details)

Search

Top of page, click on Title.Position Number

Action Details – When and Why

When does the position change start – effective date of promotion

What's the reason for the request – Job and working title change

Position Details

Name – type or select new job rank (i.e.: 35200.Assistant Professor.1111111)

Job – type new job title (i.e. Faculty.Professor.Assistant)

Continue

Budget Details – Nothing is changed, Continue

Impacted Assignment - Nothing is changed, continue

Include comments if needed and required attachments

Submit

****Once this is processed and if the faculty member is receiving a salary increase for the promotion (FCCF must be generated and approved through proper channels), submit another action for the salary increase through Appointment/Reappointment (with salary change) attaching the FCCF and current CV.**

REQUIRED ATTACHMENTS NEEDED

Lower job classification rank – does not require Henry portfolio

1. Chair letter justifying promotion and needs to include effective date
2. Current CV

Higher job classification rank – Henry portfolio required (Associate/Professor level)

Email memo from Faculty Affairs