THE UNIVERSITY OF WEST FLORIDA
REQUEST FOR PROMOTION/CHANGE IN ASSIGNMENT/DEMOTION/TRANSFER

Name:	**UWF ID#**	**Current Class Title:**
Department Name:	**Building/Room Number:**	**UWF Extension:**

I am a permanent status UWF employee seeking the following change(s):

OPTION A: **Promotion**

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

OPTION B: **Change in Assignment**

1. _____

2. _____

3. _____

OPTION C: **Demotion**

1. _____

2. _____

3. _____

OPTION D: **Transfer**

FROM: _____ _____ _____
Location Work Unit Shift

TO: _____ _____ _____
Location Work Unit Shift

Employee Signature:_____ **DATE:** _____

Submit this request to the Office of Human Resources, Building 20-E. You will receive a copy verifying that your request has been processed as indicated below.

FOR OFFICE OF HUMAN RESOURCES USE ONLY

☐ YOUR REQUEST IS ACTIVE UNTIL:

☐ You have been promoted, have a change in assignment, demotion, transfer **OR**

☐ You refuse an offer of promotion or change in assignment, demotion, or transfer

YOUR REQUEST **CAN NOT** BE PROCESSED UNTIL:

☐ You have submitted a completed UWF Employment Application UPDATE

☐ You have obtained PERMANENT status in your current class

☐ OTHER

PROCESSED BY: _____ DATE: _____

OHR 8/97