

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

<b>Name:</b>	<b>UWF ID#</b>	<b>Current Class Title:</b>
<b>Department Name:</b>	<b>Building/Room Number:</b>	<b>UWF Extension:</b>

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

<b>OPTION A: Promotion</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	<b>OPTION B: Change in Assignment</b> 1. _____ 2. _____ 3. _____
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<b>OPTION C: Demotion</b> 1. _____ 2. _____ 3. _____	<b>OPTION D: Transfer</b> <b>FROM:</b> _____ <span style="margin-left: 100px;">Location</span> <span style="margin-left: 150px;">Work Unit</span> <span style="margin-left: 150px;">Shift</span> <b>TO:</b> _____ <span style="margin-left: 100px;">Location</span> <span style="margin-left: 150px;">Work Unit</span> <span style="margin-left: 150px;">Shift</span>
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**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.

<b>FOR OFFICE OF HUMAN RESOURCES USE ONLY</b>  ____ YOUR REQUEST IS ACTIVE UNTIL:  ____ You have been promoted, have a change in assignment, demotion, transfer <b>OR</b>  ____ You refuse an offer of promotion or change in assignment, demotion, or transfer	<b>YOUR REQUEST CAN NOT BE PROCESSED UNTIL:</b>  ____ You have submitted a completed UWF Employment Application UPDATE  ____ You have obtained PERMANENT status in your current class  ____ OTHER
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PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_