System / Form Requirements for Promotions

Types of Promotions	Off-Cycle Salary Adjustment Form	Promotional Announcement Posted to Internal Job Board for 1 day	Alternative Appointment Request (AAR)	Hiring Proposal	Oracle Action
New position due to new duties/responsibilities • New or same Classification • New Salary			✅	✅	✅
Position modification due to expanded duties/responsibilities/title • New **or** same Classification • New Salary • Research Series		✅			✅
Position modification due to expanded duties/responsibilities/title • New Classification • Same Salary • Research Series		✅			✅
No change in position duties/responsibilities/title • ONLY new salary	✅				✅
Position modification due to expanded duties/responsibilities • Same Classification • Same Salary		✅			
Change in benefits eligibility only • Temporary to Special • Temporary to Regular • Special to Regular (Faculty Only)		✅			✅