



Robert E. Burke
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REQUEST FOR PROMOTION

When a promotion is requested for an employee the following must be completed and submitted to Central Office for approval.

Employee Name: _____

Effective Date of Promotion: __/__/_____

	Current Information	Proposed Information
Grade		
Title		
Annual Salary		
Department		

In the space below, or on an attached sheet, provide a detailed justification for the promotion. This justification needs to specifically identify the increased job duties and responsibilities and be accompanied by a new or updated job description.

Principal Investigator Signature: _____ Date: __/__/_____

Department Head Signature: _____ Date: __/__/_____

For Business Office Use Only:

Date Submitted to Central Office: __/__/__

Personnel Verification Completed By: _____ Date: __/__/__

Institute Administration Signature: _____ Date: __/__/__