








Table of System / Form Requirements for Promotions Under the EPEWA

Types of Promotions	Off-Cycle Salary Adjustment Form	Promotional Announcement to Internal Job Board for 1 day	Alternative Appointment Request (AAR)	Hiring Proposal	Oracle Action
New position due to new duties/responsibilities <ul style="list-style-type: none"> • New or same Classification • New Salary 					
Position modification due to expanded duties/responsibilities/title <ul style="list-style-type: none"> • New or same Classification • New Salary • Research Series 					
Position modification due to expanded duties/responsibilities/title <ul style="list-style-type: none"> • New Classification • Same Salary • Research Series 					
No change in position duties/responsibilities/title <ul style="list-style-type: none"> • ONLY new salary 					
Position modification due to expanded duties/responsibilities <ul style="list-style-type: none"> • Same Classification • Same Salary 					
Change in benefits eligibility only <ul style="list-style-type: none"> • Temporary to Special • Temporary to Regular • Special to Regular (Faculty Only) 		