

Request for Position Review

This form is used to initiate action to request a review for a new or current position. Human Resources Compensation will review this request and make a recommendation via form HR-35 to the approving office. Please submit all requests for review to the division Human Resource Liaison. If submitting for a new position, complete the supervisor and department fields as well as the proposed new title/grade field.

Request for Reclassification

Request for New Position

Submitted by: (Please type or print)

Supervisor's Name/Title: _____ / _____

Supervisor's Position Number: _____

Dept Name/Telephone: _____ / _____

Position Information:

Current Position Title/Job Grade: _____ / _____

Current Position Number/Location ID #: _____ / _____

Current Salary/FOAP Account Number(s): _____ / _____

Employee Name/ID #: _____ / _____

Proposed New Title/Grade: _____ / _____

Funding: Additional funds in FOAP account number(s) _____ and _____
are available to cover any increased costs for current and future years.

Source of Funding: _____

Human Resource Liaison Comments

Human Resource Liaison Date

Requested by: _____ / _____
Supervisor Date

Reviewed and Forwarded by: _____ / _____
Department Head/Dean Date

CIO (For IT Positions Only) Date

- Approved for Personnel Action:**
 Analyze and make recommendation
 Process for change as indicated above

VP/Provost Date

To be completed by the supervisor:

1. I attest that the information and supporting documents submitted with this request is valid and accurate.

Yes No

2. I have reviewed current classifications and have recommended the best fit job description or have provided job duties for creation of a new job.

Yes No

3. I have validated that the employee will meet the minimum requirements of the requested job classification.

Yes No

Please provide any additional details regarding the business need that prompted the request. Other supporting documents that are helpful to submit with the request are organizational charts or approved business plans.