



## RECLASSIFICATION/NEW TITLE REQUEST

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit.

**POSITION INFO** (Select one.)  Reclassification of Existing Position  New Title Only

Position Control No. \_\_\_\_\_ Current Position Title \_\_\_\_\_

Current Incumbent (Employee's Name) \_\_\_\_\_

Current Classification: Staff: (Level/Quartile) \_\_\_\_\_ Faculty: (Rank) \_\_\_\_\_

Staff: Current FLSA Status  Non-Exempt Exempt

Faculty: Current Tenure Status Tenure Track Non-Tenure Track

Requested Title \_\_\_\_\_

Requested Change in Level or Rank From \_\_\_\_\_ to \_\_\_\_\_

Requested Change in Job Description (Reclassification Request Only; Select one of the three options below.)

Use an Existing Position Description (Job Desc. # \_\_\_\_\_)

Requires Development of a New Position Description (Select one of the two options below.)

See Attached Revised Position Description\*  Position Description Under Development\*

Final Proposed Position Description Submitted to HR for Evaluation\* (Date) \_\_\_\_\_

\*Reclassification may require up to six weeks for evaluation and placement following submittal of final job description to HR.

### JUSTIFICATION

\_\_\_\_\_  
\_\_\_\_\_

**RECLASSIFICATION FUNDING** (Source) \_\_\_\_\_ Date Funds Expire (soft funds only) \_\_\_\_\_

### SIGNATURES:

Originator \_\_\_\_\_ Date \_\_\_\_\_

Administrator/Dean \_\_\_\_\_ Date \_\_\_\_\_

### HUMAN RESOURCES ANALYSIS and RECOMMENDATION

Recommended Title \_\_\_\_\_

Staff Only: FLSA Status  Non-Exempt  Exempt Faculty Only:  Tenure Track  Non-Tenure Track

Staff Only: Level/Quartile \_\_\_\_\_ Faculty Only: Rank \_\_\_\_\_

Effective Date \_\_\_\_\_ Job Desc. # \_\_\_\_\_ Position Control # \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** Executive Director, HR \_\_\_\_\_ Date \_\_\_\_\_

### FINAL ACTION

DENIED  APPROVED Comments \_\_\_\_\_

### SIGNATURES:

Budget Officer \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_