

## Classification Action Request Faculty, A&P, and USPS

Division:  College/School/ Dept:  Location of Position: Room/Bldg.:			
A position description must be submitted with this request to effect all classification changes with the exception of an abolishment and department number change.			
CHECK THE APPROPRIATE CLASSIFICATION ACTION THAT IS BEING REQUESTED:			
ESTABLISHMENT - action taken to initially classify an authorized position.			
RECLASSIFICATION - action taken to change the classification of the position as a result of a change in the duties and responsibilities assigned to the position.			
Transfer:			
<ul><li>a) a transfer from one organizational unit to another organizational unit and/or</li><li>b) a transfer from one classification plan to another classification plan</li></ul>			
RESLOT- action taken to change the pay grade of an A & P position			
DEPARTMENT NUMBER CHANGE - action taken to change the department number of a vacant position			
ABOLISHMENT - action taken to eliminate an established position due to shortage of funds or work, or because of a material change in the duties or organization within the University. Specify below the reason for this action:			
Lack of funds Program ended			
OTHER			
CATEGORY	PRESENT	Proposed	
Position #			
Position Title			
Class Code			
Pay Grade			
F.T.E.			
Department #			
Budget # (C&G, Aux, Foundation/Local Fund- Include Project#)			
Position Type			
Budgeted Months			
Incumbent's Name			
Immediate Supervisor Class Title		Position No. Telephone No.	
RECOMMENDATION/APPROVAL/REVIEW:	FUNDING VERIFICATION:		
1. AUTHORIZED RECOMMENDING OFFICIAL ( <i>PRINT</i> ) PHONE #	SPONSORED RESEARCH	DATE	
2	BUDGET OFFICER	Date	
2	FOR PERSONNEL USE ON	FOR PERSONNEL USE ONLY	
3. PRESIDENT/PROVOST/VICE PRESIDENT (SIGNATURE)  DATE	Effective Date:		