

REQUEST FOR RECLASSIFICATION OF POSITION CLASS CODE

(New Hire Faculty Only)

Instructions: This form is to be used at the end of a faculty recruitment period when the hiring rank has been established for the new hire and does not match the rank (position class code) currently established for the position number.

| | | |
|-------------------------------|----------------------|----------------------|
| HR Use: | Log Number: | <input type="text"/> |
| Approved Position Class Code: | Approval Date: | <input type="text"/> |
| HR Compensation Approver: | <input type="text"/> | |

| | | | | | |
|---------------|----------------------|-----------|----------------------|----------------|----------------------|
| Contact Name: | <input type="text"/> | Title: | <input type="text"/> | Date Prepared: | <input type="text"/> |
| Phone number: | <input type="text"/> | Email: | <input type="text"/> | | |
| Department: | <input type="text"/> | Org Code: | <input type="text"/> | | |

RECLASSIFICATION OF POSITION CODE ON NEW HIRE FACULTY POSITION

| | | | |
|------------------------------|----------------------|-------------------------------|----------------------|
| Home Organization: | <input type="text"/> | Position Number: | <input type="text"/> |
| Current Position Class Code: | <input type="text"/> | Proposed Position Class Code: | <input type="text"/> |
| Current Position Title: | <input type="text"/> | Proposed Position Title: | <input type="text"/> |
| Current FTE: | <input type="text"/> | Proposed FTE: | <input type="text"/> |
| Current EClass: | <input type="text"/> | Proposed EClass: | <input type="text"/> |
| FOAP: | <input type="text"/> | Proposed Salary: | <input type="text"/> |
| Comments: | <input type="text"/> | | |

Department Approval: Date:

Local HR Approval: Date:

Route to local Human Resources/Lubbock HR/Comp@hsccomp@ttuhsc.edu