WPI
Request for Staff Promotion/ Reclassification

Before submitting this form, please complete all sections. Also, please attach both the original and updated job description highlighting all changes.

SECTION I

Employee Name: _____

Department: _____

Funding Source: Operating Budget ☐ Grant Funded ☐

SECTION II – CURRENT POSITION DATA

Current Title: _____

Current Grade: _____

Current Status: Nonexempt ☐ Exempt ☐

SECTION III – PROPOSED POSITION DATA

Proposed Title: _____

Proposed Grade: _____

Proposed Status: Nonexempt ☐ Exempt ☐

SECTION IV – JUSTIFICATION (please attach both original and proposed job descriptions)

Has the employee sustained a consistent track record over the rating period?

_____

_____

Has the employee *significantly increased* their job responsibilities? If yes, please explain (attach separate sheet of paper if necessary)?

_____

_____

Are there other positions with similar responsibilities within the department/division/university that closely match/resemble the revised/proposed job description? If so, which position(s)?

_____

_____

How long has the employee been in his/her current position? _____

SECTION V – APPROVALS

Supervisor requesting action: _____

Department Head/Dean: Recommend ☐ Do not recommend ☐

Provost/Vice President/President: Recommend ☐ Do not recommend ☐

Office of Human Resources: Recommend ☐ Do not recommend ☐