TEXAS A&M UNIVERSITY COMMERCE

Human Resources

Job Description Review Request Form

Instructions: Complete sections 1 through 4 in their entirety and route the completed form to HR for review. HR will review completed request, may ask for additional details, will provide recommendations and assist with job description finalization to ensure appropriate pay and classifications as per Fair Labor Standards Act. Once the description updates are finalized, HR will send to the Department VP / Provost for final approval.

An incomplete form, missing job description and/or missing signatures will delay the review process.

1.) REVIEW TYPE

- ☐ **Update:** MINOR changes *(modify functions, skills, expand or modify job title)*
- ☐ **Reclassification:** MAJOR changes *(add or remove major functions, upgrade minimum education, or new job title due to reorganization)*
- ☐ **Create New:** Position is new to department or is added to an existing team requiring another person to occupy the role
- ☐ **Salary Review:** Position benchmark review request to determine if changes to zone are in line with market based on position details

2.) REQUESTING DEPARTMENT

Department Name: _____

Contact Name and Title: _____

Contact Email: _____ Ext: _____ Adloc #: _____ Date of Request: _____

IMPORTANT: If the job description request will impact an employee who currently holds the position, include their details below.

Employee Name: _____ Current Pay: _____

Education / Degree type: _____ Years in Position: _____

3.) POSITION DETAILS *Required → Attach Proposed Job Description*

Current Position Title: _____ Title Code: _____ PIN: **R** _____

Proposed Position Title: _____ Proposed Salary: _____

Reason for Request Type (additional details can be attached in memo form): ☐ **Outdated Description / Growth** ☐ **Department Reorganization**

4.) SIGNATURES *(indicating approval for HR review)*

Department Designee / Position Supervisor Printed Name: _____

Signature: _____ Date: _____

Required → **Approval #1:** Dean / Director Printed Name: _____

Signature: _____ Date: _____

Required → **Approval #2:** V.P. / Provost Signature: _____ Date: _____

HUMAN RESOURCES

Approved: ☐ YES ☐ NO Position Title: _____ Title Code: _____

PIN: **R** _____ Zone: _____ Minimum Salary: _____ Notes: _____

Printed Name: _____

Signature: _____ Date: _____

FINAL APPROVAL → **V.P. / Provost Printed Name:** _____

**** SEND BACK TO HR**** **Signature:** _____ Date: _____

Questions: Contact Human Resources **P.)** 903-886-5603 **E.)** hr.hiring@tamuc.edu