

To: Dr. Juanita Fain, Vice President for Student Affairs

From: Dr. Renee’ T. Watson, Associate Vice President for Student Life

Date: (Insert date)

CC: (Insert department head’s name, title)

(Insert assistant vice president’s name, title

RE: Request to Reclassify Insert position name & number to insert requested position title

This memo is to request a reclassification review for (insert department’s name)’s (insert current position title and number P???????) to be changed to (insert requested position title), effective (insert effective date).

[Please add your rationale here. Each request’s rationale length varies. Be sure to input detailed information including, but not limited to, what duties are being changed (added or removed) that are not a part of the current position. This will help all approvers (AVP, VP, Provost, and HR) clearly understand as a reviewer outside of your department; please don’t assume they already know. Additionally, when applicable, include the request for retroactive pay with the appropriate retroactive to date.]

Thank you for your consideration.

**Recommended By:** **Approved By:**

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Dr. Renee’ T. Watson Date Dr. Juanita Fain Date