

**Professional Growth Through Job Design
EXEMPT APPOINTMENTS**

NOTE: This form is initiated by the Department Head, Chair, or Appointing Authority.

Current
Position
Title: _____

Department: _____

DIRECTIONS:

The Department Head/Chair will:

- Redesign the position description to include new duties, level of responsibilities, proposed title, etc.
- Complete this form
- Submit form, position description, and resume to HR Representative for review

Human Resources will:

- Benchmark the position against applicable salary survey tools and submit recommendation back to the department

The Appointing Authority will:

- Approve or deny request

Note: Information provided in this section will be used to document the request and rationale for upgrading the position or changing the title.

Attached documents

- Resume
- Updated Position Description

Reason for request:

- Position Enlargement (Broadening the scope of a job by expanding the responsibilities to be performed.)
- Position Enrichment (Increasing the depth of a position by adding additional responsibility.)
- Position Rotation (Cross trained in more than one unit within the department. Please state the details of the cross training assignment and observed behaviors that demonstrate mastery of skills.)

Rationale for Request: (attach additional pages as needed):

Dept Head/Chair: _____

Date: _____

Human Resources Representative: _____

Request # _____

Date: _____

- Documentation of Analysis

Appointing Authority: _____

Date: _____

- Approved Disapproved