Administrative and Professional Position/Title Request

Requesting Department/Org.	
Dept./Org Head	
Proposed Administrative/Professional Title _	
New Position: Yes No	Pos. Class
Proposed Salary Range	
Proposed Effective Date	
administration of an academic unit, high-leve making based on administrative policies, exe	cipal Administrative Exemption criteria are being met, e.g., el administrative responsibilities, independence of decision- ercise of discretion or required knowledge of an advanced attach additional pages for rationale if required.
Dept.Org. Head Signature	
Director of Human Resources Action: A	pproved Not Approved
Director of Human Resources Signature	Date
(See below if Position is Currently Occupied of	as <u>Civil Service</u> Position)
Name of Civil Service Incumbent	
The proposed conversion of my civil service p discussed with me by my supervisor/departme	position to administrative/professional status has been ent/Organization head.
Employee Signature	