



**Request for Job Evaluation
or Reclassification**

A job evaluation may be justified under the following circumstances:

- There have been significant and sustained changes in the permanent and essential responsibilities of a job. (Please note that increased volume of the same duties does not constitute a significant change in responsibilities.)
- The nature or type of work has changed and is at a substantially higher or lower level than previously required.
- There has been a departmental reorganization or other changes within the department which have resulted in significant and sustained changes in a job’s level of responsibility.
- The level of analytical and problem-solving skills required to do the work of the position has changed significantly.
- There is a change in the level of responsibility and the resulting impact on the university, division, department and/or workgroup.

Also please note:

- The job evaluation process is not intended as a vehicle to promote or reward people who perform well in their job if their job responsibilities have not significantly changed.
- A job should not be submitted for reevaluation within one year of the last evaluation.

Role* Requested to be Reviewed:

Current Job Title: _____ Position Number: _____
 Current Job Code: _____ Proposed Job Title: _____

**Please attach revised job description with this request form for routing.*

Reason for Request/Comments:

All increases to salary and benefits must be funded by the Department. Budget Office approval and permanent amendment is required. Carryover or Restricted Funds may not be used to fund changes.

Contact Information:

Name: _____ Phone #: _____
 Department Name: _____ Dept #: _____

Department Budget Manager and Vice Chancellor approval/signature is required prior to submitting this request to Human Resources.

Department Budget Manager: _____ Phone #: _____

Vice Chancellor/Dean: _____ Date: _____

Provost Office (Academic Affairs): _____ Date: _____

Please refer questions and return form to HR Compensation – hrcompensation@tcu.edu