

College of Arts and Architecture

REQUEST TO CREATE/REVIEW/REVISE A STAFF COMPETENCY JOB

Dept/Unit _____

ALL DATA ITEMS MUST BE COMPLETED

1. Current Title _____

Current Level _____

2. Existing Position # _____ Job Description # _____

Incumbent/or Last Incumbent _____

3. Appointment Type: _____ Standing Position # _____

_____ Fixed Term I

4. Funding Source if Position is Upgraded? Account and Object Code _____

Attach Email or Other Correspondence, as applicable

5. Justification/Need for Position Review (or attach memo)

6. Individual Responsible for Completion of Competency Form _____

7. Request to Proceed with This Position Review:

Dept/Unit Head _____ Date _____

Notes:

8. Funding Sources Confirmed:

Financial Officer _____ Date _____

Notes:

9. Approval to Proceed with This Position Review:

Dean _____ Date _____

Notes:

10. Form Received and Distributed by Human Resources:

HR Manager _____ Date _____

Notes:

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HR USE ONLY:

Review Process Completed _____ Date _____

Action Required as a Result of Position Review _____