**Wellesley College  
Reclassification Request Form**

In the following sections, please provide information that will demonstrate and clarify the significant changes to the job responsibilities that will now be a part of ongoing responsibilities.

**Request Type:**

|  |  |
| --- | --- |
| **Replacement with Changes:**   * Title: * Name of previous incumbent: * Date the position vacated: Click here to enter a date. | **Review for Reclassification:**   * Current Title: * Proposed title: * Name of incumbent: |

**General Information:**

|  |  |
| --- | --- |
| **Submission Date:** Click here to enter a date. | **Department:** |
| **Hiring Manager Name:** | **Hiring Manager Position:** |
| **FTE:** | **Position Number:** |
| **Current/Previous Job Title:** | **Proposed Job Title:** |
| **Current/Previous Level:** | **Proposed Level:** |

**Primary Position Responsibilities:**

*Provide the breakdown of the work and responsibilities and what is changing in the new role. Most roles have 5 to 6 primary responsibilities. Focus on major responsibilities not specific tasks. List the primary responsibilities in order of the percentage of time spent on that responsibility. Percentage should equal 100%.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Position Responsibility** | **Percentage of Work** | **Proposed Position Responsibility** | **Percentage of Work** |
|  | % |  | % |
|  | % |  | % |
|  | % |  | % |
|  | % |  | % |
|  | % |  | % |
|  | % |  | % |
| **Total** | **100%** | **Total** | **100%** |

**Please provide a summary regarding the employee’s change in job responsibilities that supports a job level increase.**

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|  |

**How will the change in this role affect other positions in the department/division? How will the change in this role affect the distribution of work within the department/division?**

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|  |

**Why is this role necessary to your department/division?**

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|  |

**Signatures:**

|  |  |
| --- | --- |
| **Department Head:** | **Date:** Click here to enter a date. |
| **Human Resources:** | **Date:** Click here to enter a date. |
| **Finance:** | **Date:** Click here to enter a date. |

***Please submit a revised role document with this form and return both completed forms to HR.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For HR Use Only:**   |  |  | | --- | --- | | **Level:** | **Job Profile:** | | **Exemption Status:** | **Position Number:** | | **Approved By:** | **Date:** Click here to enter a date. | |