

**THE CITY UNIVERSITY OF NEW YORK**  
**COLLEGE HEO COMMITTEE - FORM**  
**FOR RECLASSIFICATIONS SUBMITTED BY A HIGHER EDUCATION OFFICER SERIES EMPLOYEE**  
**OR HIS/HER SUPERVISOR**

A request for reclassification may be initiated by the employee or supervisor. An employee or supervisor who wishes to submit a request for reclassification must use this form to submit the necessary document(s) to the **Chair of the College HEO Committee**.

**College**

**Request for Reclassification from Employee**                       **Request for Reclassification from Supervisor**

Employee Name  CUNYfirst Empl. ID #

Current Contract Title  Department

CUNYfirst Functional Title  Work Phone

Supervisor Name  Work Phone

Contract Title

**Documents to be submitted by employee or supervisor to the Chair of the College HEO Committee:**

- Memorandum clearly outlining the reason(s), with substantive examples, for the reclassification, including but not limited to
  - the accretion of new, complex duties over time
  - a significant increase in the volume of work which has the effect of transforming the scope and complexity of the work
  - a reorganization of functions
  - other significant alteration in the duties previously assigned
- Employee's current resume
- Description of current duties and responsibilities highlighting the difference(s) from the job description at time of appointment
- Job description at the time of appointment
- Current and proposed unit organizational charts including employee names, payroll titles and functional titles
- Any other documents

List any other documents attached:

The Chair of the College HEO Committee may request the College HR Director to undertake any of the following in order to facilitate the review by the College HEO Committee:

- Review of submitted documents
- Confirmation of description of current duties and responsibilities, as provided by the requester, which may include discussions with the immediate supervisor, if the request has been made by an employee
- securing any missing or additional documents that may support the request

**COLLEGE HEO COMMITTEE ONLY**

**RECOMMENDATIONS**

Date of Meeting

- Positive recommendation forwarded to President /President's designee
- Not recommended

Name of Chair of the College HEO Committee

Signature

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Date

**PRESIDENT / PRESIDENT'S DESIGNEE**

**RECOMMENDATIONS**

- Positive recommendation to be forwarded to the College HR Director.
- Not recommended

Name of President/President's Designee

Signature

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Date

The signed form must be given to the College HR Director.