



HEO/CLASSIFIED STAFF COMMITTEE ACTION REQUEST FORM

Revised 08/19/2025

Action(s) Requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Fill New Position | <input type="checkbox"/> Appointment from a Search | <input type="checkbox"/> Functional Title Change |
| <input type="checkbox"/> Fill Vacant Position | <input type="checkbox"/> Reclassification* | <input type="checkbox"/> 1 Step Sal. Inc. <input type="checkbox"/> 2 Step Sal. Inc. |
| <input type="checkbox"/> Substitute Appointment | <input type="checkbox"/> Reorganization | <input type="checkbox"/> Other <input type="text"/> |

Background Information:

Candidate Name

Department

Current Title

Proposed Title

Current Salary

Proposed Salary

Justification

Divisional VP's Signature

Date

Attachments:

CDO's Approval (if applicable)

☐

PVN/Job Description

Current

Proposed

☐☐

Resume

☐

Organization Charts

☐☐

Committee Action:

VOTE:

Yes

No

Abstain

Date

Signature of Committee Chair