

University of Arkansas
Human Resources

POSITION REVIEW REQUEST

This form is to be completed when requesting a new position, or to request a review for appropriateness of title of an existing position. A new position is any position which is not currently found in the Budgetary Unit's LPBD (List Position for a Budgetary Unit) in the PSB system. A Position Classification Questionnaire for all staff positions must accompany this form.

Please indicate the purpose of this request: (please check appropriate boxes)

New Position Request

Reclassification Request

The position being reviewed would be most appropriately classified as:

Staff: Non-Classified
Or Classified

Administrative

NEW POSITION REQUEST

Title requested _____

Anticipated salary range _____

Anticipated beginning date _____

Is this a request for a provisional position? Yes No (If yes, complete the grant information below)

Grant Beginning date _____ Ending Date _____ Total Funding Amount _____

Attach a brief justification for the new position request for provisional or non-provisional.

RECLASSIFICATION REQUEST

Current title of position _____

Incumbents name _____ PSB Number _____

Attach a detailed justification for the reclassification request. Please precisely detail how the position's duties have changed.

Submitted by _____ Title _____

Department _____ Cost Center No _____

Department Head _____

Dean/Director _____ Date _____