

# The University of Alabama in Huntsville

## Request for Position Reevaluation

Date Submitted \_\_\_\_\_ Budget Unit No. \_\_\_\_\_  
Present Position Title \_\_\_\_\_  
Name of Incumbent \_\_\_\_\_  
Recommended Title (if different) \_\_\_\_\_ Department or Division \_\_\_\_\_

In each case below indicate "**what** is done" (action), "**how** it is done" (method), and "**why** it is done" (end result expected).  
Example: "Update job descriptions for all staff employees" by "rewriting and submitting descriptions for review" to "ensure that each position is classified according to present duties."

Describe duties and responsibilities listed in the latest job description which are no longer performed by this position.

Describe duties and responsibilities not listed on the latest job description that have been added to this position.

Indicate any of the following if applicable

- change in organization
- change in supervisor
- change in incumbent
- change in environment (working conditions)

Approved by \_\_\_\_\_  
Requestor

Approved by \_\_\_\_\_  
School/Division

Approved by \_\_\_\_\_  
Executive Administrator

### For Personnel Use Only

#### The position reevaluation has resulted in the following possible changes

From	Status	To
_____	Position Title	_____
_____	Salary Range	_____
_____	Annual Salary	_____
_____	Overtime Classification	_____

#### Recommendations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Personnel Services