Academic Affairs
Request for Approval for Reclassification Review--MSP

Check one of the following: ☐ Temporary ☐ Permanent

Department: _____ Employee: _____

Current Classification: _____ Proposed Classification: _____

Current Annual Salary: _____ Proposed Annual Salary: _____

Proposed Annual Increase to Permanent Budget: _____

Please answer the following questions regarding the budgetary implications of this reclassification request:

1) ***How will the proposed annual increase be funded (for example, budget surplus, use of open provisions, staff reorganization, increase to income, etc.)? Please give a complete and detailed description, attaching additional pages as necessary.***

2) ***Please explain how your unit will absorb additional permanent budget reductions of up to 10% during this fiscal year.***

Department Head Approval: _____

Division/College/School Control Point: Approved: ☐
Not Approved: ☐

Signature: _____ Date: _____

EVC Gene Lucas: Approved: ☐
Not Approved: ☐

Signature: _____ Date: _____