

**FY 2008-09
University Library
Budget Group**

“Request for Reclassification” Criteria

Please address the following questions:

- 1) What changes in the unit have determined that the duties of the position have increased in the level of responsibility?
- 2) How does the reclassification of this position answer any long term need or planning that is occurring within the unit?
- 3) What has created the need for this position to be at the higher level? (Please remember that more of any task, regardless of how much more, is not justification for the next level. More is just more, not higher.)
- 4) How are the tasks formerly assigned to this position being eliminated, changed, or accomplished?
- 5) What other options have you explored for accomplishing the newly assigned duties?
- 6) What other changes do you anticipate for this position in the next 1-3 years?
- 7) How does the reclassification of this position contribute to the operation of the University Library as a whole?
- 8) Does the reclassification offer any opportunity to share position responsibilities with any other unit, either within the division or the rest of the Library?
- 9) How does the reclassification contribute to the Library’s Strategic Plan?
- 10) How does the reclassification of this position contribute to the Library’s New Service Models work?

→ → The supervisor for the position should complete this information. Completed requests for reclassification should be sent to the Budget Group, c/o Rod Allen, Chair. The reclassification request information should be sent with the audit request, or by the time the audit is completed. The Budget Group will review the request (usually at a regularly scheduled meeting) and determine if the funds will be available.