

Advice of Classification Outcome

FACULTY CLASSIFICATION COMMITTEE	NAME	GENDER
Chair (Senior Faculty Officer)		Male/Female
Department/Service Representative		Male/Female
Representative – Other Faculty/Division		Male/Female
Faculty/Administrative Unit		Male/Female
Date of Classification Meeting		

POSITION DETAILS	
Position Title:	
Incumbent/New Position/Vacant Position (please indicate)	
Male/Female	
Department/Section	
Current HEW Level (leave blank if new position or indicate desired classification by Department/Section.	
Committee HEW Level & Step Recommendation	
Effective Date of Classification/Reclassification	

On behalf of the Evaluation Committee, I advise that the above position has been evaluated in accordance with the Position Classification Descriptors contained in the Classification Manual of the University dated at 28 October 2005. It is the recommendation of the committee that the position should be graded at HEW Level

The Faculty will ensure that copies of all Position Descriptions evaluated by the committee remain within the Faculty/Department and be available upon request.

Signed (Chair of Evaluation Committee): Date:

Classification Approved by:

Dean/Director or Equivalent: (Signature) (Name)

DATE:

“Office Use Only”

Faculty Evaluation Committee	HR Operations
1. Notify Supervisor.	1. For New Positions/Vacant positions, place on Request to Advertise file and action.
2. Send Letter to Incumbent advising incumbent of evaluation.	2. For Reclassifications, process in SAP.
3. Original of this form to HR Operations, with a copy of letter to incumbent for processing and filing.	3. File as appropriate.
4. If New Position/Vacant Position for advertising, attach this form to the “Request to advertise form” and send to Operations for action.	

