*Insert Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

 Vice President for Research

**THROUGH:** College Dean

**THROUGH:** Department Head/Director

**FROM:** Principal Investigator/Supervisor

**SUBJECT:** Reclassification Request for {Name-UIN}

In accordance with University Standard Administrative Procedure 31.01.01.M7.02, a reclassification is requested for …

Memo must include:

* Employee Name, Title, Department
* Current (and proposed if promotion) PIN
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Current (and proposed if different) FTE
* Source of funding (account number with function code 15) and its sustainability for future years
* Concise and factual justification statement
* Proposed effective date

Attachments must include:

* Verification of Degree and/or license (email from Human Resources), if applicable
* Résumé/CV
* Previous and new job descriptions (if not already edited & approved in Workday)

cc: Personnel File