



**Human Resources &
Inclusive Community**
UNIVERSITY OF DENVER

Position Review Request Form

To improve communication among central offices and streamline approvals for position change requests, we have formed a Position Review Committee (PRC) comprised of the HR Partners, HRIC Compensation team, and the Provost's Office Budget and Analysis team. This group will review all requests for position actions potentially impacting budget including salary adjustments for postings, promotions, requests for reorganizations, equity adjustments, reclassifications, and title changes. If you have questions regarding if your position change request(s) need to be reviewed, please reach out to your HR Partner. *Please only submit requests that have been fully vetted and supported by unit and financial division leadership (dean/VC/exec director/business officer).*

The PRC will be meeting weekly to review, provide analysis, and make recommendations to the Provost and Executive Vice Chancellor and the Senior Vice Chancellor for Business and Financial Affairs. Decisions will be shared back with the requestor after consideration by leadership.

Date:

Department:

Financial Division:

Requestor/Business Officer:

Division Lead:

To ensure that the Position Review Committee has all relevant information, please provide the following information, to the best of your knowledge. Then email hr.compensation@du.edu and copy your HR Partner, Linda Kosten, and Clint Emmerich for submission to the committee. **Please attach the current job description and organizational chart.**

What is the proposed change(s) and what is the rationale for the proposed change(s)?

What type of position action(s) are involved? (e.g., posting/new hire, promotional opportunity, equity consideration, reorganization, title change, reclassification):

Position Details (if more than one, please attach a spreadsheet with details; if a field is not applicable type n/a)

Current Title:

Proposed Title:

Position number(s):

Current employee(s) including ID(s) or Vacant:

Current Position Salary(ies):

Requested Salary(ies):

Equity Considerations

Are there additional equity concerns created (internal to the unit and/or across the University) if the requested change is approved?

Funding Considerations

How do you propose to fund the proposed change? e.g., unallocated, bringing down other vacant positions (provide position numbers and proposed change), moving other non-benefited salary, moving other non-compensation, new gift, grant, one-time funding, or budget development request for new resources. Please provide details of the org and/or fund numbers involved for location of existing resources.

Division Leadership Statement.

Please explain both the justification and prioritization for this position request (new, reclass, or promotion). Explain how this request may impact current *and* future operational success for the department/division.