**RECLASSIFICATION B025**

01/01/2007

**PURPOSE**

To provide guidelines for the reclassification of Research positions based on increases or decreases in job duties and responsibilities.

**DEFINITIONS**

**Reclassification** The process by which an established Research position is changed to accommodate a significant increase or decrease in defined job duties and responsibilities. The changes could result in a promotion, demotion, or transfer.

**POLICY**

Reclassification of an existing Research position may be initiated by the Principal Investigator or Program Director at any time. Reclassification is limited to situations in which the nature and scope of the current job description has changed significantly and the execution of the modified duties would not be consistent with the existing job description. Broad programmatic changes, either through the addition or deletion of Research duties and responsibilities, may qualify for position reclassification. However, changes in Research responsibilities, such as committee appointments, special assignments, or routine procedures changes, do not necessarily qualify as grounds for position reclassification.

In cases involving reclassification of a vacant existing position, the position is considered new and is subject to standard posting and recruitment practices.

**PROCEDURE**

Follow the [Position Requisition Model](#).