



Texas A&M University-Texarkana



Reclassification Request

1. Current Position Title: _____ Title Code: _____

2. College/Department: _____ PIN: _____

3. Proposed Position Title: _____ Title Code: _____

4. Incumbent's Name: _____

5. Expected Starting Date: _____ New Pay Grade: _____

New Expected Salary/Hourly Rate: _____

6. Source of Funding:

ADLOC: _____ Account: _____

7. Type of Reclassification:

Promotion Update Salary Review

8. Reason for Request:

Outdated Description/Growth Department Reorganization

***Attach Justification and Proposed Revised Position Description**

Hiring Manager/
Department Head: _____ Date: _____

HRO: _____ Date: _____

Budget: _____ Date: _____

CFO: _____ Date: _____

VP: _____ Date: _____

CEO: _____ Date: _____

For HR Use: New PIN (if applicable):