Reclassification Requests

A reclassification may be requested when there are significant changes in job duties (i.e. greater than 25% change in job duties).

Salary Increase Guidelines

The salary guidelines for promotions and reclassifications are as follows:

- Promotions or reclassifications would customarily result in a salary increase equivalent to one-half the percentage differential between salary grades (resulting in an 8-10% increase).
- Deans/VPs may delegate salary approval authority to department chairs and directors up to the percentage differential between salary grades (up to 18% increase).
- Deans/VPs will be required to approve increases that exceed the percentage differential between salary grades, and a review by Human Resources will be required.

Types of Reclassifications

Reclassification of New or Vacant Positions: All departments with a new or vacant position may request a reclassification if they wish to change the title and duties or responsibilities of a position.

Currently, all new positions or vacant positions that are to be reclassified and advertised must be approved by a department’s VP/Dean. VPs/Deans will submit their approval along with all required documentation (listed below) to EACBS at cbshres@louisville.edu.

- Vice Provosts/Deans that fall under the Provost’s Unit will submit their new/vacant position reclassification requests to the Provost for approval to proceed. The Provost will forward the approval to EACBS at cbshres@louisville.edu. Approval from the Provost is required before the request can move forward.

Please provide the following document:

- Fully signed, current/updated Job Description template
- Organizational Chart up to the VP/Dean level
- Job advertisement description for posting
**Reclassification of a filled position**: All departments seeking to change the duties and responsibilities of any currently filled staff position may request a reclassification. A reclassification should be requested when there are significant changes in job duties (i.e. greater than 25% changes in job duties).

Increases in salary (budget/funding) must be offset with a decrease to some other budget line item. Where will the funding offset come from? (Ex: program/speedtype, vacant position line, expense pool (plus fringe benefits), etc.

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**All request must include:**
- Fully signed, updated Job Description template approved by the first and second line supervisors
- Organizational Chart up to the VP/Dean level

Please send the Job Description template and org chart to cbshres@louisville.edu. EACBS will submit the request to HR and track its progress. Typical HR processing time is 15 business days. If we have not heard back by the 16th day, we will follow up with a status request to our HR partners.