Budget Position Upgrade Request

Note: Successful upgrade requests require Executive Council review and recommendation, and Board of Trustee approval.

	Current Status	New Proposed Changes (Only those applicable)
Job Title	_____	_____
DBM Rank	_____	_____
Salary	_____	_____
Length of Contract	_____	_____
Department	_____	_____
Budget Code	_____	_____

Justification for Change:_____

Attach old and revised position descriptions indicating changes in essential functions.

Approval:

_____ _____
Supervisor Date

_____ _____
Vice President Date