

Staff Compensation System

Professional • Administrative • Clerical • Technical

Appeal Form

Position Number: Enter the position number here

Position Title: Enter the position title here

Department Name: Enter the department name here

Appeal Instructions

After completing and signing the form, please forward it to the appropriate Vice President for signature. The Vice President's office will forward the signed form to Human Resources. Appeals must be received by Human Resources within 30 days of the initial notification of job evaluation results.

In the space below, provide your written rationale for appeal. Please note that the written appeal is limited to these two pages; no attachments will be accepted. Human Resources will also provide the appeal team with a copy of the position's Job Profile Questionnaire.

Rationale for Appeal

Begin entering the rationale for appeal here. The box will increase with size as you type. Please remember to limit this written appeal to two pages or less. When the form is completed, print it off and obtain the appropriate signatures.

Incumbent

Date

Supervisor (required)

Date

Dean (required for Academic Affairs)

Date

Vice President (required)

Date

⇒ Vice President: If approved and signed, please forward completed form to Human Resources.

For HR Use Only:

Current Grade: _____

Benchmark or Slot (circle one)

Job Family: _____

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