College of Engineering Reclassification Guidelines

Standard Operating Procedures

Begin Action

1. SUP initiate reclass PD
   - EE initiate reclass PD

   Obtain current PD from PA7

   Load current PD in new PA7 BP

   SUP complete BP route to EE
   - EE complete BP route to SUP

   EE review BP route to SUP
   - SUP review BP route to DEPT

   SUP route BP to DEPT
   - DEPT review BP route to CoE

   DEPT review route to CoE

   CoE review BP approve and route to EE to load in PA7

   EE load in PA7 sign and route to SUP

   Comp/class initiate PD audit w/EE

   Comp/class email reclass decision to CoE

   CoE inform SUP of reclass decision

   Comp/class update PD in PA7

   SUP review PA7 sign & route to DEPT

   DEPT review PA7 sign & route to CoE

   CoE review PA7 sign & route to comp/class

   Comp/class initiate PD audit w/EE

   Comp/class email reclass decision to CoE

   CoE inform SUP of reclass decision

   Comp/class update PD in PA7

   SUP confirm w/ DEPT reclass decision

   DEPT initiate EPA upon approved reclass notification

   Approved reclass effective date of submission to comp/class

   Denied reclass wait six months to reinitiate or engage in appeal process immediately

KEY
BP = Blueprint
EE = Employee
SUP = Supervisor
DEPT = Department
CoE = College of Engineering

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