

# Reorganization Approval Form

DISCLAIMER: All information provided on this form including supporting documentation must be accurate and up to date. Please ensure you have reviewed all documentation carefully before submission and consulted with your HR Business Partner. The compensation team is accountable for determining the final decision regarding the grade and classification based on the information provided by the leader.

## Submission Checklist (required)

Have you had conversations with your HR Business Partner regarding these changes?

Completed Reorganization Impact spreadsheet (listing all roles impacted: new, re-evaluations & eliminations) and added all accounting strings.

Copy of Reorganization Business Case

Organizational Charts – Current & Proposed/New

Job Descriptions – Existing & Updated\*/New (involved with the reorganization) – \*include track changes

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VPA only – Complete Section: “For Faculties & VPA Units Only” for continuing positions APSA/APEX Grade 9 and above. Provost Signature required.

Submit all documents to



Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES:**

- All Faculties and VPA units are required to fill out required section and receive Provost Approval for all APEX and APSA Grade 9 and above continuing positions.
- Please note that requests with missing documents will not be placed in queue until all required documents are submitted.
- Due to high volumes and multiple projects, response times will be delayed and responded to in priority order. Your patience and understanding is much appreciated.