



Faculty Salary Reclassification Request

Per [SCEA 7.2.4.2](#), all course work to be used for reclassification must be completed prior to the beginning of the semester in which the Unit Member is reclassified. To be effective for the entire semester, the Unit Member must complete the reclassification procedures no later than **September 22** to be eligible for reclassification for the fall semester, and **February 22** for reclassification for the spring semester. Requests received after these dates will not become effective until the following fall or spring semester.

It is the applicant's responsibility to file all official documents (i.e. approved hurdle forms, official transcripts) with Human Resources.

To request salary reclassification, please complete the following information:

Name: _____ School / Dept: _____

☐ Full-time (Class II, III, IV, V, or VI)

[10-month salary schedule](#)

[11-month salary schedule](#)

☐ Part-time (Classification 2 or 3)

[Part-time Equity Salary Schedule](#)

[Part-time/Overload Salary Schedule](#)

☐ Doctoral Degree Conferred

[SCEA Article VII: 7.1.7](#)

I am requesting to be reclassified to Class/Classification: _____ Effective: _____

I have completed the following **approved** courses/activities toward salary reclassification and have submitted them to HR to add to my personnel file:

Institution	Course Number/Activity Description	Semester Units	HR Verified
TOTAL SEMESTER UNITS TO ADD TO MY SALARY PLACEMENT			

Convert to semester units using the following formula:

- Quarter unit(s) x 2/3 = semester units
- Hours / 16 hours = semester units

Unit Member's Signature: _____ Date: _____

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_____ Total Eligible Units Verified on File for Class/Classification _____ effective _____

_____ Recommended _____ Not Recommended, reason: _____

HR Specialist's Signature: _____ Date: _____

HR Administrator Signature: _____ Date: _____

