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## Non-Faculty Position Reclassification & Promotion Guideline

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The duties and responsibilities of non-faculty employees occasionally change and occasionally increase in overall scope in a way that warrants a reclassification of title and salary adjustment. Guidance from TAMU Human Resources suggests that the demonstrable change in duties and responsibilities should be approximately 25% to 30%. The need to promote an employee based on outstanding performance cannot be used as the sole justification for a reclassification resulting in a promotion. Moreover, the change in duties must be essential to the operation of the relevant unit.

The College will review non-faculty position reclassification requests on an annual basis, although the reclassification of a vacant position may be considered out of this cycle, as necessary. A dean's level review will prioritize requests based upon a reasoned justification and the overall impact of the action to the unit and college. A careful analysis of the titles and salaries, with regard to years of experience and longevity of comparable positions within the college and university, will also be conducted. Salary increases in association with a promotion will not normally exceed 10% unless there are extraordinary circumstances.

Supervisors requesting a reclassification and/or promotion must complete the *CLLA Non-Faculty Reclassification and Promotion Request* form and submit it electronically along with all required documentation listed. Incomplete requests will be returned to the supervisor for revision.

Upon completion of the college review, successful requests will be returned to the unit for final processing and submission to the TAMU Human Resources Office of Compensation and Classification. In addition, the supervisor should review and compare the employee's current position description to the generic position job description of the desired position found on the TAMU Human Resources [website](#).