Some Important Information Before You Begin

1. **When should I create a NEW position description?**
   A new position is one in which has never been in your department before and for which you will need to build a budget and have a position number assigned by the Budget Office.

   *Examples of new position description:*
   - Requesting new faculty member to teach a new course
   - Requesting additional help in your department (which hasn’t been established yet)

2. **When should I modify/reclassify a current position description?**
   An existing position is one in which is currently in your department (or is being moved to your department) and the position number and the budget have already been established.

   *Examples of modifying/reclassifying existing position:*
   - Requesting reclassification (upgrade) of current Classified Staff employee
   - Salary increase and/or title change for your Non-Classified Staff employee