**CLASSIFICATION REVIEW FORM**

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1. **POSITION INFORMATION**

College/ Division:

School/Unit:

Position title under review:

Current HEW Level:

Staff member in the position:

Proposed position title:

Proposed HEW Level:

Effective date reclassification:

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1. **REQUIRED DOCUMENTATION**

* Current position description
* Revised position description (in word format with track changes)
* Completed classification review form
* Position descriptions of similar roles

1. **USEFUL LINKS**

[Professional staff - Position description template](https://www.newcastle.edu.au/current-staff/working-here/managing-and-recruiting-staff/recruitment/position-description-templates)

[General Staff secondary HEW descriptors](https://www.newcastle.edu.au/__data/assets/pdf_file/0003/963264/Secondary-Descriptors-Professional-Staff-Higher-Education-Worker-Levels.pdf)

[Classification review guideline for staff and supervisors](https://www.newcastle.edu.au/__data/assets/pdf_file/0019/90109/classification-review-guideline.pdf)

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1. **WHAT IS THE PERCENTAGE OF CHANGE IN WORK VALUE?**

Indicate the percentage of the role that the change in work value represents

1. **WHAT CIRCUMSTANCES HAVE CHANGED LEADING TO THE INCREASE IN WORK VALUE?**

Explain what has changed in the Unit/School that has resulted in the increase in work value.

1. **IS THE INCREASE IN WORK VALUE ONGOING AND WHY?**

Consider if the increase work value belongs with that position or should the responsibilities lie with another position or area.

1. **SPECIFIC EXAMPLES**

Providing specific examples of the increase in work value.

1. **FURTHER DETAIL**

Provide any further details that should be considered in this classification review application.

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1. **AUTHORISATION**

Supervisor’s comments:

**Supervisor’s name:**

**Supervisor’s signature: Date:**

DVC/PVC/Director’s comments:

**DVC/PVC/Director’s name:**

**DVC/PVC/Director’s signature: Date:**