

Supervisor Change Request Form

Instructions: This form is to be used when there is a change of Supervisor for staff within the unit. Supervisors are responsible for maintaining up-to-date job descriptions and administering performance evaluations. A separate form should be used for each change. Be sure to fill out each of the applicable sections completely to ensure processing. When completing this form, please type or print, unless a signature is requested.

Change Information:

Department Name: _____

Current Supervisor's Name: _____ ID Number: _____

New Supervisor's Name: _____ ID Number: _____

Vice Chancellor's Name: _____ ID Number: _____

Reason for Change:

New VC/Director/Dean/Chairperson

Vacancy in Current Supervisor Role

Change of Organizational Structure

Other: _____

Employee(s) Affected:

Employee Name:	ID#:
Title/Classification:	

Employee Name:	ID#:
Title/Classification:	

Employee Name:	ID#:
Title/Classification:	

Supervisor's Name: _____ **Supervisor's Signature:** _____