Grading Front Sheet - Regrading/ Update process (RR1)

This form contains basic information required as part of the grading process, and should be submitted with the new Role Profile. Please complete 1 form for each position that is being changed. For new and vacant roles please use the [NR1 Grading Front Sheet](https://www.hr.admin.cam.ac.uk/files/grading_front_sheet_nr1.docx)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1A) Is this a request to:** | | Change the content AND grade of an existing role |  |  | Update ONLY the content of a current role |  |
|  |  | ***Go to section 1B*** | |  | ***Go to section 2*** | |
|  | |  |  |  |  |  |
| **1B) Is the basis a** | | Re-organisation Regrade |  |  | Rolling Regrade |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2A) Are the duties?** |  | Applicable only to this role |  |  | Based on a current role/ role template |  |
|  |  | ***Go to section 3*** | |  | ***Go to section 2B*** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2B) Is this role an** |  | Exact Match (clone) |  |  | Match with changes (near clone) |  |
|  |  | **In section 2C Please list the Role Code Number, position number or Role Template Library reference of the role used as the basis for this role** | | | | |

|  |  |
| --- | --- |
| **2C)** **Role Code Number/ Library code number** |  |

|  |  |
| --- | --- |
| **3) what is the effective Date** |  |

|  |  |  |
| --- | --- | --- |
| **4) – Position Details** | Current Details | Proposed Changes |
| Faculty / Department |  |  |
| Position Number |  |  |
| Position title |  |  |
| Role Code Number |  |  |
| Grade |  | Please list grade sought here |
| Employment Basis | Choose an item. | Choose an item. |
| Line Manager (Position/ Name) |  |  |

**5) Current Roleholder**

|  |  |  |
| --- | --- | --- |
| Position Number | Name of current Roleholder | Date appointed/ date of last role review request |
|  |  |  |

**6) – Agreements (Document seen and agreed as accurate by):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** | **Name** | **Signature** | **Date** |
| Roleholder |  |  |  |
| Line Manager |  |  |  |
| Head of Institution or nominee |  |  |  |
| School Office (where required) |  |  |  |