

## Request to Vacate State Classified Position/Convert to Administrative Professional Position

Human Resources  
555 S Howes Street  
Campus Delivery 6004

Employee Name	
Supervisor Name	
Department Name and #	
Current SC Class Title & Code	
Current SC Position #	
Qualifying Reason	

Requested effective date of change (official conversion dates occur the first of a month following 30 days from AP role creation):

Please create and submit an Administrative Professional position description and corresponding organizational chart in TMS, for the employee's current position. Please attach a signed and completed version of this form to the PD in TMS.

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Employee	Date
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My signature acknowledges that I am voluntarily requesting to vacate my current position in the State Personnel System and join Colorado State University's Administrative Professional employee group. I understand that the classified position (noted above) will be abolished in conjunction with this request and I cannot revert to that role in the future.

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Supervisor	Date
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Dept Head/Director	Date
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Dean/Vice President	Date
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For HR Classification/Comp Use Only

AP Position Approved by: \_\_\_\_\_

*House Bill HB 11-1301* (a) Officers of an educational institution and their executive assistants; employees in professional positions, including the professional employees of a governing board; and any other employees involved in the direct delivery of academic curriculum;

(f) Professional officers and professional staff of the department of higher education; and

(h) Employees in positions funded by grants, gifts, or revenues generated through auxiliary activities

Date AP Position Approved	
AP Job Title and Code	
AP Position Number	
Conversion Effective Date	

Additional notations, if necessary: