

**ACTION MEMO TEMPLATE: EM CLASS ESTABLISHMENT, AMENDMENT,  
OR ABOLISHMENT ACTION MEMO**

Date (right justified)

**MEMORANDUM**

*(Use appropriate routing)*

TO:            *Name*  
                  *President*

VIA:            *Name*  
                  *4-year Chancellor or Vice President for Community Colleges*

VIA:            *Appointing Authority Name*  
                  *Title*

FROM:          *Hiring Manager Name*  
                  *Title*

SUBJECT:      REQUEST TO *(ESTABLISH) (AMEND) (ABOLISH) A(N) (NEW)*  
                  *(EXISTING)* EXECUTIVE/MANAGERIAL CLASS

**SPECIFIC ACTION REQUESTED:**

It is requested that the President approve the *(establishment) (amendment)*  
*(abolishment)* of the *(new) (following)* executive/managerial class, *(New Proposed*  
*Class) (Existing Class to Proposed Class) (Existing Class)*.

**JUSTIFICATION:**

Pursuant to Board of Regents' Policy, RP 9.212 and Executive Policy & Procedure, EPP 9.212, the President has the authority to establish, amend, or abolish Executive and Managerial (EM) classes except for classes that report directly to the Board or the President. The establishment, amendment, or abolishment of a class occurs on a limited basis and is only required when a new or amended EM position is desired and an applicable class has not been established, when an update to the current functionality, reporting-rank, and authority of the class role is required, or when a class is no longer needed in order for the University to fulfill its operational goals and strategic mission.

*Provide justification for the establishment, amendment or abolishment of the class and the role of the class to meeting the University's strategic goals.*

(Name)

Date

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ACTION RECOMMENDED:

It is requested that the President approve the (establishment) (amendment) (abolishment) of the (new) (following) executive/managerial class, (New Proposed Class) (Existing Class to Proposed Class) (Existing Class).

Attachment: Draft class specifications

Approved/Disapproved:

\_\_\_\_\_  
Name  
President

\_\_\_\_\_  
Date