

UNIVERSITY OF DUNDEE
HERA JOB EVALUATION - MAINTENANCE PROCEDURE
REQUEST FOR GRADING REVIEW

Name:
College:
School/Unit:

Request of Grading Review by (i) Dean of School/Director ()
(ii) Roleholder ()

Changes to role must be significant and permanent

Appropriate documentary evidence should be provided.
This must include:

- (1) a copy of current role outline form ()
- (2) changes to role clearly highlighted on role outline form (ie tracked or in bold) **or** detailed on a separate sheet with specific changes indicated under the relevant section. ()
- (3) a current organisational structure showing reporting lines (and if possible detailing grade of posts,). ()
- (4) form signed by Roleholder ()
 - Line manager/verifier ()
 - Dean of School/Director ()

Section 1 (Roleholder)

Please detail any supplementary information you have provided in addition to the required documents to support your grading review.

Role Holder (PRINT NAME)

Signature:

Date:

Section 2 (Line manager/verifier)

Please sign to confirm that you have read the request for grading review and that the information is an accurate reflection of the duties and responsibilities of the role. You should detail from your perspective how the role has changed in size, responsibility and complexity.

If there is any area with which you disagree, you should discuss this with the roleholder and state the item and the reasons for any disagreement.

Line Manager/Verifier (PRINT NAME):

Signature:

Date:

Section 3 (Dean of School/Director)

Please detail how the role fits in with the overall School/Unit's aims and confirm that the development of the role is consistent with the role the School/Unit and University require to be carried out.

Dean of School/Director (PRINT NAME):

Signature:

Date: