

# When is an Alternative Appointment Request (AAR) required?

## Required

- Change in Classification (e.g. Prof/Indiv Contrib I to a Prof/Indiv Contrib II)
- Change to Employment Category (moving to or from Regular)
- Change in Employee Group (from State Classified to Administrative Professional or Faculty)
- Employee moving to completely new position
- Employee Reappointment/Reinstatement
- Promotion Research Associate series - RA III to RA IV to Senior
- Promotion Research Scientist/Scholar - RS II to RS III to Senior
- Promotion Research Associate and Research Scientist/Scholar skipping levels

## Not Required

- Change in Working Title only (e.g. Assistant Director to Assistant Director of Community Development)
- Change to Employment Category (Special to Temporary or vice versa)
- Change to salary only
- Promotion Research Associate series - RA I to RA II to RA III
- Promotion Research Scientist/Scholar - RS I to RS II
- Change to duties and/or responsibilities only
- Position placed in AP Framework

**If you have any questions, please contact the Office of Equal Opportunity at [oeo@colostate.edu](mailto:oeo@colostate.edu) or (970)491-5836**