

When is an Alternative Appointment Request (AAR) required?

Last update: 1/29/2018

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 Admin Professional to Faculty or vice versa (State Classified Conversions not included)
- 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 any of these changes result in a new position version number (e.g. .0001 to .0002), this will require an Oracle action to finalize the change.

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