

**ILLINOIS STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
SUMMARY OF CHANGES IN DUTIES & RESPONSIBILITIES**

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Current Incumbent: \_\_\_\_\_

**SIGNATURES**

Incumbent: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Supervisor: \_\_\_\_\_

In support of the position review requested by the appropriate supervisor, please summarize the permanent changes made in the position that have prompted this request.

<b>Nature of Change (add/delete/revise)</b>	<b>Duty/Task/Responsibility/Function (define and explain)</b>	<b>Reason for Change</b>
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