

Requesting Faculty Rank Changes

Requesting a Professional Rank Change

1. Log into Workday and click on the “Requests” worklet (see page 2) and click “Create Request” or type “Create Request” in the search box.
2. Click in the request type search box and select “All”. There are two request types for professional rank changes. You will see the one that corresponds to your professional rank matrix. The two types are:
 - a. **Request for Faculty Professional Rank** – For all faculty except for library faculty
 - b. **Request for Library Faculty Professional Rank** – For library faculty
3. Select the request type you want to make and click “OK”.
4. In the “Describe the Request” text box. Type “N/A”. This field is not used.
5. Read the instructions and provide answers to the questions listed in the questionnaire.
6. When you have completed the questionnaire. Click the “Submit” button to complete your request.

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Adding the “Requests” worklet to your applications (Optional)

To allow you to easily make requests you can add the requests worklet to your list of applications in Workday. This will only need to be done the first time you make a request.

1. Click the cog that appears above the application icons.
2. Click the “Plus” icon in the “Optional Worklets” list.
3. Type “Requests” in the search bar and press enter. The requests selection will appear in the box.
4. Click OK and then Done to finish adding the worklet.
5. The requests worklet will now appear in your application icons.