

UNIVERSITY OF ILLINOIS

AT CHICAGO

Office of the Vice Chancellor for Human Resources (MC 897)
Suite 201, Human Resources Building
715 South Wood Street
Chicago, Illinois 60612-7221

August 5, 2009

Lewis T. (Tom) Morelock
Executive Director
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802

RE: Request to reverse decision to immediately convert a position from Academic Professional to Civil Service

Dear Mr. Morelock,

This is a request to reverse the decision to convert an Academic Professional position at UIC to a Civil Service position.

Enclosed is an updated position description for the above position at UIC. This description more completely reflects the components of the job; and as such meet the guidelines to be exempted as a Principal Administrative position.

I look forward to your prompt attention to this matter. Please contact me at 312-xxx-xxxx should you require discussion or further information.

Sincerely,

(Employee's Manager)
(Dean) and/or (Vice Chancellor)

UIC

Phone (312) 996-3510 Fax (312) 996-6807

U N I V E R S I T Y O F I L L I N O I S

A T C H I C A G O

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Attachments:

Appeals Request Form, Job Description

Cc: John Loya, Vice Chancellor, UICHR
 Anniese Lemond, Director UICHR Compensation

UIC

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