MASS SUPERVISORY CHANGE FORM

A&P / USPS / Faculty

The Florida State University

INSTRUCTIONS: Use this form to change the supervisor of groupings of positions to the same supervisor. Supervisory changes for a single position must be submitted via the regular Supervisory Change Form. Supervisory changes for A&P, USPS, and Faculty positions are to be submitted to Compensation/Classification.

APPROVAL	
New Immediate Supervisor's Name	New Immediate Supervisor's Signature
Appropriate VP, Dean, Director, Department Head or other Administrative Officer Name	Appropriate VP, Dean, Director, Department Head or other Administrative Officer Signature

NEW SUPERVISOR

Position #	Job	Job Title	Department Name

DEPARTMENTAL CONTACT

Name	Phone	Mail Code

EMPLOYEE INFORMATION

Position #	Job Code	Job Title	Department #	Previous Supervisor Position #	Employee Name	Employee Signature

Position #	Job Code	Job Title	Current Department #	Previous Supervisor Position #	Employee Name	Employee Signature