List of Priority for Change of Year-End Performance Evaluation Results from ‘B’ rating to ‘A’ rating (Academic Year _____)

Please Note:

1. The applying unit needs to apply for change of ratings from ‘B’ rating to ‘A’ rating: (**please check the appropriate box and submit this form to the top-level unit for collation**): □ Y □ N
2. **The adjusted grade of those with an original rating of ‘B’ shall not exceed the minimum grade for an ‘A’ rating.**
3. **All top-level units** shall submit the **completed list** to the Office of Human Resources for finalization, **regardless of whether a change of ratings is required**.

Unit	Position	Name	Priority	Desired Rating	**Specific** Outstanding Deeds (please specify)

Signature/Seal of Unit Director: