

**Effective: August 1, 2015**

**Approval Guidelines for Hires, Promotions, Increases to Percent of Assignment, Pay Increases, or Reclassifications**

When personnel actions occur, managers work with their Area Vice President, Area Executive, or College Dean on how best to proceed. Personnel actions are vacancies, promotions, reclassifications, or other personnel actions affecting salary. The guidelines below provide the necessary process that must be followed in order to fill the vacancy.

Fundamental Concepts:

- Existing FTEs and budgeted (general fund, research and auxiliary) personnel actions require confirmation from the Budget Office or the Office of Research Administration (ORA) that sufficient labor base budget exists before any action can be undertaken.
  - The Provost, Vice Presidents, and Deans have authority to reallocate continuing labor budget within their respective departments, divisions or colleges.
  - The requestor must ensure that sufficient funds exist if the position is funded with gift funds.
- New FTEs must be requested pursuant to the annual budget process. FTE requests outside of the annual budget process will be considered on a case by case basis only under extenuating circumstances and must be requested pursuant to the quarterly budget forecast process as described in the university's [Financial Management Guidelines](#).
  - For positions funded through sponsored research or Special Programs and Continuing Education (SPACE) contracts, budget authorization for vacancy announcements, hires, transfers, promotions, and other job assignment changes must be obtained through ORA or SPACE before an action can proceed.
- For promotions or other salary changes that are higher than the position budget, the respective Vice President has the authority to reallocate salary funds from within their existing salary pool. If sufficient funds do not exist, the respective Vice President can request additional funds pursuant to the quarterly budget forecast process as described in the university's [Financial Management Guidelines](#).

**Budgeted** position vacancies may be advertised and internal promotions may be made as described below.

Academic Affairs

The Provost will establish with the Deans the protocols within Academic Affairs for proceeding to fill vacancies, make promotions, and establish reclassifications.

Subject to and consistent with the protocols established within Academic Affairs and in general unless otherwise restricted:

1. Tenure track faculty and teaching faculty position deployment is determined within Academic Affairs. Positions in terms of departmental location and area of expertise are approved by the Provost. Once approved, these positions are advertised and hired by the Dean.





2. Tenured faculty, Department Head/Division Head, Chaired positions, and Dean hires may be advertised and hired as determined by the Provost after consultation with the Dean. Under ordinary circumstances, except for the hiring of a Dean, management of the hiring process will be by the Dean, with the Provost having final decision authority on the Dean's recommendation.
3. Administrative faculty, adjunct faculty, and classified staff may be hired as determined by the Dean. These positions may be moved within Academic Affairs as required to meet the support staff needs within Academic Affairs.
4. Temporary (non-adjunct) positions may be filled at the discretion of the hiring department as long as sufficient budget is established prior to hire.
5. Classified Staff positions may be submitted to Human Resources for reallocation/reclassification with prior authorization from the Dean. Deans must confirm that budget for a change in classification is available prior to requesting reclassification.
6. Promotions for Academic Faculty are covered by the promotion procedures as defined in the Faculty Handbook.
7. Except for Academic Faculty, all pay actions must follow the [Salary Administration Procedures](#) in consultation with Human Resources.

All other areas

1. Budgeted vacancies may be advertised and hired with approval of the area Vice President.
2. Temporary positions may be filled at the discretion of the hiring department as long as sufficient budget is established prior to hire.
3. Increases to percent of assignment may be made with prior approval of the area Vice President only with identified and available budget.
4. Classified Staff positions may be submitted to Human Resources for reallocation/reclassification with prior authorization from the area Vice President.
5. All pay actions must follow the [Salary Administration Procedures](#) in consultation with Human Resources.


See attached "RAF Signature Routing Procedure" chart.

**Recruitment Authorization Form (RAF)  
Routing Procedure for  
Academic Faculty, Administrative Faculty, Classified and Research Support Positions  
ACADEMIC AFFAIRS**




	Academic Faculty*		Administrative Faculty		Classified Staff		Research Support	
	Budgeted Position or Vacancy?	New Position (no budget exists)?	Budgeted Position or Vacancy?	New Position (no budget exists)?	Budgeted Position or Vacancy?	New Position (no budget exists)?	Budgeted Position or Vacancy?	New Position (no budget exists)?
Signature Routing	YES Initiate RAF	NO 	YES Initiate RAF	NO 	YES Initiate RAF	NO 	YES Initiate RAF	NO 
Department Head/Director	X		X		X		X	
College Dean	X		X		X		X	
Budget Office	X		X		X		X**	
ORA							X**	
Provost	X						X	
	<b>Completed form routed to HR</b>		<b>Completed form routed to HR</b>		<b>Completed form routed to HR</b>		<b>Completed form routed to HR</b>	


\* Academic Faculty = tenured/tenure track faculty, non-tenure track (teaching faculty), Department/Division Head and Chaired positions

\*\* Depending on funding source(s), RAF will need to be routed to Budget and/or ORA for signature.

 For any new position, additional forms and authorizations are required before initiating an RAF [job descriptions, exemption forms and President's signature]. Please consult with Human Resources regarding the necessary paperwork and procedures.

**Recruitment Authorization Form (RAF)  
Routing Procedure for  
Administrative Faculty, Classified Staff, and Research Support Positions  
FINANCE & ADMINISTRATION, STUDENT LIFE, R&TT, and STRATEGIC ENTERPRISES**

	Administrative Faculty		Classified Staff		Research Support	
	Budgeted Position or Vacancy?	New Position (no budget exists)?	Budgeted Position or Vacancy?	New Position (no budget exists)?	Budgeted Position or Vacancy?	New Position (no budget exists)?
<b>Signature Routing</b>	YES Initiate RAF	NO  No further action	YES Initiate RAF	NO  No further action	YES Initiate RAF	NO  No further action
Director	X		X		X	
Budget Office	X		X			
ORA					X	
Vice President	X		X		X	
	<b>Completed</b> form routed to HR		<b>Completed</b> form routed to HR		<b>Completed</b> form routed to HR	

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