

Approval Process for People-Related Requests

Managers initiate the approval process by submitting an Initial Review Form to their HR Consultant
 FAS Finance reviews and confirms the financial information provided.

>>>-----Approval----->>>				
Request	Criteria	Dept	Division/Tub	A&F Dean
Faculty Research or Sponsor Funded Positions (not including Reclass and Equity Adj) Fast Track	Positions committed to faculty or funded by faculty research funds	✓	✓	Notification for tracking purposes
	Sponsored Positions	✓	✓	Notification for tracking purposes
New Positions, New Term Appts, and Permanent Increases to FTE	Also includes term extensions that extend beyond current fiscal year	✓	✓	✓ (and review of FAS Dean)
Temporary Increases to FTE and Term Extensions	Term extensions must be within current fiscal year	✓	✓	
Re-Organizations / Cluster FTE Adjustments	Less than \$10k or 10% of budgeted salary	✓	✓	Notification for tracking purposes
	Greater than \$10k or 10% of budgeted salary	✓	✓	✓
Vacant Positions (A position that is without an incumbent (unfilled position) but is budgeted and resources for funding the position are set aside for use by this position. Positions that are not carried in the budget are treated as new positions.)	Less than \$10k or 10% of budgeted salary and/or position is vacant for less than 6 months	✓		
	Greater than \$10k or 10% of budgeted salary and/or position is vacant for more than 6 months	✓	✓	✓
Reclass of Vacant Positions	Less than \$10k or 10% of budgeted salary and/or position is vacant for less than 6 months	✓	✓	
	Greater than \$10k or 10% of budgeted salary and/or position is vacant for more than 6 months	✓	✓	✓
All Reclass & Equity Adjustments (including Sponsored)	Less than \$10k or 10% of budgeted salary	✓	✓	
	Greater than \$10k or 10% of budgeted salary	✓	✓	✓

Depending on the levels of approval required, expect the process to take between two to six weeks.