REQUEST FOR NEW JOB CODE FOR FACULTY OR ACADEMIC PROFESSIONALS

This form is to be used to request a new job code for paid faculty and academic professionals.

TO BE COMPLETED BY THE REQUESTING UNIT/COLLEGE

REQUESTED BY	DATE OF REQUEST	EFFECTIVE DATE	
COLLEGE/ACADEMIC HOME		**SCHOOL/DEPARTMENT/UNIT**	

CLASSIFICATION (Please check one):	PAY (Please check one):
FACULTY (see ACD505-02 for titles that fall within this classification)	**FSC** OR **ACD**
ACADEMIC PROFESSIONAL (see ACD505-03 for titles that fall within this classification)	Fiscal Academic

EMPLOYEE CLASS (Please select one)**:**	**APPOINTMENT TYPE** (Please select one)**:**	**SIGNED OFFER LETTER ATTACHED** Required to process request Please confirm by checking box:

PROPOSED JOB CODE DESCRIPTION (30 CHARACTERS INCLUDING TITLE and RANK) *Note guidelines***:**

IS TEACHING THE PRIMARY REPONSIBILITY OF THIS POSITION?	**YES** OR **NO**

REVIEWERS ONLY

NOTES:

ACADEMIC RANK CODE:

REVIEWED BY / DATE	REVIEWED BY / DATE	COMPLETED BY / DATE	NOTIFICATION BY / DATE	NEW JOB CODE #

Job Code Description Guidelines

For administrative titles, if the employee is:

- Tenure or tenure-track, then administrative title is first followed by "&" then rank. i.e. Dean & Professor
- Fixed term faculty or academic professional, then administrative title is first followed by "+" then rank; i.e. Director + Research Profl
- When possible, abbreviate Professor as Profr and Professional as Profl.

Process of Job Code Request for Faculty and Academic Professionals

1. Offer is letter signed.
2. Identify whether job code with correct attributes exists.
   - If job code exists **with all correct attributes, no form is needed**. Please proceed to step 6.
   - If a new job code is needed, complete Request for New Job Code form. Send form and signed offer letter to Office of the Provost combined into one PDF document. Signed offer letter is required.
3. Offer letter and approved job code request are sent to HR Compensation group by the Provost Office.
4. Human Resources Compensation group coordinates with BTS to create/modify job code in PeopleSoft.
5. Human Resources Compensation group emails requester with copy to Office of the Provost.
6. Unit updates/creates position which is tied job code data.
   - If job data is updated, then position information must match job data information. If position is updated, then job data needs to be updated.
   - If job data needs to be updated, please complete a Personnel Transaction Request.
   - Verify that the detailed title (often referred to as working title/long title) in position follows the Business Process Guide for Working Titles.
   - Accurate data entry of position and job data will ensure accurate Notices of Appointment are generated.