REQUEST FOR NEW ACADEMIC JOB PROFILE

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

TO BE COMPLETED BY THE REQUESTING UNIT/COLLEGE

REQUESTED BY	DATE OF REQUEST	EFFECTIVE DATE

COLLEGE/INDEPENDENT UNIT	SCHOOL/DEPARTMENT/UNIT

Job Profile = (outward-facing) Default Business Title + Modifying Phrase	
DEFAULT BUSINESS TITLE (must include academic rank; include administrative title if applicable)**:**	
MODIFYING PHRASE (this will not appear in the outward-facing default business title)	**2nd MODIFYING PHRASE** (this will not appear in the outward-facing default business title)

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

JOB FAMILY (Please select)**:**	**PAY RATE TYPE** (Please select)**:**
IS TEACHING THE PRIMARY RESPONSIBILITY OF THIS POSITION? **YES** OR **NO**	**SIGNED OFFER LETTER ATTACHED** (Required to process request) Please confirm by checking box:

UNIVESITY-LEVEL REVIEWERS ONLY

NOTES:
MANAGEMENT LEVEL (Please select)

REVIEWED BY ACADEMIC PERSONNEL, PROVOST OFFICE	DATE

REVIEWED BY DATA MANAGEMENT	DATE

NEW JOB PROFILE #	DATE

Guidelines for Creating New Academic Job Profiles
(paid faculty and academic professionals)

To request a new Academic Job Profile, the form is submitted via email to administrative staff reporting to the vice provost for academic personnel in the Office of the Provost. The form will then be routed to the Office of Data Management, and that office will assign a number to the new job profile.

College/Independent Unit or School/Department/Unit: Do not use abbreviations or acronyms. Good: "School of Social and Family Dynamics." Bad: "~~SSFD~~" or "~~Sch Soc Fam Dyn~~."

Job Profile: This is the default business title plus any relevant modifying phrases (was the job code description in PeopleSoft (PS)). An academic job profile will always have a rank (example: professor) and might have an administrative title as well (example: clinical professor and program manager).

Default Business Title: This will display on the ASU website (formerly "working title" in PS) and includes only two things: 1) the academic ranks, and 2) the bare-bones administrative title. Modifiers like "FSC" and "MY" will no longer appear on the ASU website, as they are not immediately understandable by non-ASU visitors to the website. There are no character limits, and abbreviations or acronyms are prohibited. Good: "Professor of Practice and Director." Bad: "~~PoP & Dir~~." Bad: ~~The Beaverhausen Professor of Linguistics~~ (this is not the place to add named appointments). Bad: Clinical Professor and Associate Dean ~~of Career-track Faculty~~; "of Career-track Faculty" can be part of the business title.

Modifying Phrase: Includes things like Multi-Year, and Non-Exempt. (In PS, sometimes these were part of the job code description.)

Pay Rate Type. Options are Salary, Hourly, or Period Activity Pay.
- Salary: this is the most common pay rate type.
- Hourly: this is for FLSA nonexempt individuals; these job profiles should have "Non-Exempt" in the job profile.
- Period Activity Pay: this is for Session Faculty or Session Academic Professionals. For example: faculty associates.

Non-Exempt: "Non-exempt" is a term referring to employees who earn less than a certain amount of money per week. Non-exempt means that the employee is not exempt from the FLSA (Fair Labor Standards Act) and must be paid overtime.

Rank: This is the academic rank. As always, faculty ranks can be found in ACD505-02, and academic professional ranks can be found in ACD505-03. If the individual doesn't have an academic rank, this is the wrong form to use.

FSC and ACD: Whether an appointment is academic (9-month) or fiscal (12-month) is noted in the individual worker's profile as Annual Work Period. The same job profile can be used for both academic and fiscal appointments.