

REQUEST FOR NEW JOB PROFILE NAME

(for faculty and academic professionals)

TO BE COMPLETED BY THE REQUESTING UNIT/COLLEGE

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| REQUESTED BY | DATE OF REQUEST | EFFECTIVE DATE January 1, 1900 is always the date used. |
| COLLEGE/INDEPENDENT UNIT | SCHOOL/DEPARTMENT/UNIT | |
| Job Profile Name = Default Job Title + Modifying Phrase(s) | | |
| DEFAULT JOB TITLE (is outward facing; must include academic rank; include administrative title if applicable): | | |
| MODIFYING PHRASE (this will not appear in the outward-facing default job title) | 2nd MODIFYING PHRASE (this will not appear in the outward-facing default job title) | |
| ACD MANUAL CLASSIFICATION (Please check one): FACULTY (see ACD505-02 for titles that fall within this classification) ACADEMIC PROFESSIONALS (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: | |

UNIVERSITY-LEVEL REVIEWERS ONLY

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| 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. Information from the form will then be routed via Workday 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 Name: This is the default job 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). The Job profile can only be seen in Workday, and is not outward facing.

Default Job Title: This will display on the ASU website and includes only two things: 1) the academic rank, 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~~.

Business Title: a business title can be requested to flesh out a default job title. So, for example, in a separate process, “Professor and Associate Dean *of Career-track Faculty*” can be requested.

Modifying Phrase: Includes things like Multi-Year, and Non-Exempt. (In PS, 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 found in ACD505-02 for faculty, and in ACD505-03 for academic professionals. 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.