Category/Title	New Appointment	Request New POS	Request POS # Change	Pooled POS	POS Follows	Acting POS	Additional Information
01, Faculty	Check WOW Position	Yes, if no vacant # is	Only if title	No	Yes, <u>unless</u>	Use	IIIIOIIIIatioii
Tenured	Management Report for Vacant	available Submit request	change, FTE %	140	competes for	Original	
renarea	POS #	using eTerp2	change, FRS #		admin position	POS #	
	. 65	using everp2	change		and position	Request	
			Submit request		has its own	temporary	
			using eTerp2		POS #	title	
			and this does			change	
			not change the			using	
			position			eTerp2	
			number				
02, Faculty	Check WOW Position	Yes, if no vacant # is	Only if title	No	Yes, unless	Use	
Tenure Track	Management Report for Vacant	available Submit request	change, FTE %		competes for	Original	
	POS #	using eTerp2	change, FRS #		admin position	POS#	
			change,		and position	Request	
			Category		has its own	temporary	
			change		POS #	title	
			Submit request			change	
			using eTerp2			using	
			and this does			eTerp2	
			not change the				
			position				
			number				
03, Faculty	Select pooled POS # - From	N/A	N/A	Yes	Yes	N/A	Lecturer titles
NT, Term	Pooled Position number list						only (includes
Regular	from Academic Resources site						Sr. Lecturer,
	(listed below)						Lecturer &
							Director, Visiting
							Lecturer)
							Must be 50%
							FTE & at least 6
							mo. duration
		-					with benefits
15, Faculty NT	Check WOW Position	Yes, if no vacant # is	Only if title	No	No	N/A	Only tenured or
Continuing	Management Report for Vacant	available Submit request	change, FTE %				tenure track
	POS #	using eTerp2	change, FRS #		If Any		have acting titles
			change, (also		additional · · ·		Appointments
			can request		appointments		are 6 months or
			Category		would have		longer and
			change only		separate POS		include benefits

Category/Title	New Appointment	Request New POS	Request POS # Change	Pooled POS	POS Follows	Acting POS	Additional Information
			with a title	103			mormation
			change)				
			Submit request				
			using eTerp2				
			and this does				
			not change the				
			pos number.				
25, Faculty Contractual	Requires Unique POS # for each employee	Yes, request using eTerp2	Yes, request through	No	Contract period only	N/A	Reappointment of faculty, then
Contractual	employee		SVPAAP		period offiy		original POS may
			SVIAAI				be used
36, Faculty Hourly	No POS # tied to faculty hourly	N/A	N/A	N/A	N/A	N/A	
37, Faculty	Obtain pooled POS #	N/A	N/A	Yes	Yes	N/A	Less than 6
Non Regular,	·	·	,				month
NT							appointments
							and no benefits
20, Non	If new position, e-Terp action	No, <u>unless</u> new position	N/A – For	No	No, <u>unless</u>	Original	Submit Acting
Exempt	required UHR issues POS #		Position		reclass within	POS#	Capacity form to
Regular			Changes (Title,		current	remains	UHR two weeks
			Department,		department	and acting	prior to effective
			FTE, Duties etc.		(pos number	Position	acting position
			or Reclasses –		stays same for	number is	date
			Need to		reclasses)	entered in	Must meet
			submit all			PHR	minimum
			position		POS does not		qualifications
			changes in		move with		
			eTerp2 – this		incumbent		
			does not		when		
			change		changing		
			position		departments		
			number unless				
			this is a reclass				
			to another				
			position type				
			(i.e. Exempt)				

Category/Title	New Appointment	Request New POS	Request POS # Change	Pooled POS	POS Follows	Acting POS	Additional Information
22, Non Exempt Contingent II	Establish CII position in eTerp2, conduct search and route contract through Academic Affairs.	N/A - New Position numbers are assigned and unique for each C2 employee.	UHR will issue a new pos number when converting to regular status.	No	Only for duration of Contingent II contract and are never reused. C2 employees keep their position number when their contracts are renewed – for the life of the C2 contract.	N/A	Must Convert after 3 years - unless the employee elects not to convert to regular status.
31, Non Exempt Contingent I	No POS # tied to position	N/A	N/A	N/A	N/A	N/A	Contract is for 6 month period with the option for one 6 month extension, then must be placed on C2 contract
33, Exempt	If new position, eTerp action required UHR issues POS #	No, <u>unless</u> creating new position	N/A For Position Changes (Title, Department, FTE, Duties etc. or Reclasses – Need to submit all position changes in eTerp2 – this does not change position number unless this is a reclass to another	No	No, unless reclass within current department (pos number stays same for reclasses) POS does not move with incumbent when changing departments	Original POS # remains and acting Position number is entered in PHR	Submit acting capacity form to UHR two weeks prior to effective acting position date Must meet minimum qualifications

Category/Title	New Appointment	Request New POS	Request POS # Change position type (i.e. Nonexempt or Faculty)	Pooled POS	POS Follows	Acting POS	Additional Information
34, Exempt Contingent I	No POS # tied to position	N/A	N/A	N/A	N/A	N/A	Contract is for 6 month period with the option for one 6 month extension, and then must be placed on C2 contract.
35, Exempt Contingent II	Establish CII position in eTerp, conduct search and route contract through Academic Affairs.	N/A New Position numbers are assigned and unique for each C2 employee.	UHR will issue a new pos number when converting to regular status.	No	Only for duration of Contingent II contract and are never reused. C2 employees keep their position number when their contracts are renewed – for the life of the C2 contract.	N/A	Must Convert after 3 years - unless the employee elects not to convert to regular status.