Position Number Processing Checklist

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

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			with a title 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 SVPAAP	No	Contract period only	N/A	Reappointment of faculty, then original POS may be used
36, Faculty Hourly	No POS # tied to faculty hourly	N/A	N/A	N/A	N/A	N/A	
37, Faculty Non Regular, NT	Obtain pooled POS #	N/A	N/A	Yes	Yes	N/A	Less than 6 month appointments and no benefits
20, Non Exempt Regular	If new position, e-Terp action required UHR issues POS #	No, **unless** 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 position type (i.e. Exempt)	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

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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, **unless** 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	Pooled POS	POS Follows	Acting POS	Additional Information
			position type (i.e. Nonexempt or Faculty)				
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.