

Staff Position Management Process (SPMF) as of 10/1/18

Frequently Asked Questions

What does a 'new position' mean?

The creation of a new position number resulting in additional headcount to a department/division.

What does 'replacement' of a position mean?

A replacement occurs when a position is vacated and subsequently filled with no change to any of the position attributes (i.e. eclass, no changes to family, sub-family, level, career stream, funding source, labor distribution)

What does it mean to 'repurpose / relevel' a position?

Any instance where a position attribute changes (i.e. eclass, family, sub-family, level, career stream, funding source, labor distribution change)

The process flow says the Executive Officer has to approve, who is that?

The Executive Officers of the University are Fr. John Jenkins, President, Thomas Burish, Provost and John Affleck-Graves, Executive Vice President.

Will the approval turnaround time change based on the new process?

The committed turnaround time of 5 business days will remain the same. It is important that the information submitted is accurate and complete. The turnaround time begins once the Budget Compensation teams have received all completed forms and information.

If I have an existing position that has been vacated what is the process for refilling?

A Staff Position Management Form needs to be completed. If the position is being replaced with no change it will be submitted as a replacement. If the position is anticipated to change please see the definitions on the front page of the SPMF to determine if it is a new position or a repurposed position.

How do I handle limited term positions?

Follow the process just as you would for a permanent position. On the first tab of the SPMF (Approval and Funding tab), the Position Information section will allow you to designate the position as a limited term position. Please be sure to include a limited term end date and limited term length.

If I have a position number that has never been filled (with or without budgeted dollars), how do I proceed?

If the position number was created prior to October 1, 2018 and it has never been filled you will need to follow the new position process. The new position will be an increase to headcount, which requires the new approval process as of October 1, 2018.

Do all non-exempt positions have to go through the SPMF process prior to a Recruiter posting the position? For example, every time a dishwasher position needs to be filled does it have to go through the SPMF process?

If multiple dishwasher positions have been approved, a posting can be used until all of those positions are filled. Once the positions have been filled, the SPMF process would need to be completed for additional dishwasher positions.

There is one posting for multiple people into a similar job. Is this still acceptable?

Yes, this is acceptable assuming each position has been approved through the new process and provided each person to be hired has a distinct position number.

Can the Senior Leader delegate the approval responsibilities for a position submission?

While the approval of a Dean, VP or Senior Leader is required on each submission, approval authority can be delegated to the Business Manager on their behalf. The Dean, VP or Senior Leader should be noted on the SPMF and copied on the email submission.

Does a new part-time position require Executive Leadership approval?

All new part-time positions need to be submitted via the new SPMF form and have approval from the Dean, VP or Senior Leader, but does not require Executive Leadership approval.