Appointment Changes for Academic Professionals

Before proceeding, please consult 5.2 (B) (p 44-45) in Guidelines and Procedures for Academic Appointments for information regarding the Appointment Change process.

Questions that need to be addressed on the form or in the justification:

The first several questions on the appointment change form are yes/no, however the justification should provide additional details regarding these responses and the justification must be consistent with the answers to these questions. E.g. if the question “Is the unit is going to through a re-organization?” is answered “no”, the justification should not discuss the change as part of a re-organization.

1. If the unit has an internal promotional policy, is this change covered by this policy? (justification)
2. Does this change represent a new role for the proposed appointee? (clarification must be provided in the justification)
   a. New roles are often characterized by a new position in the department’s org chart.
   b. See “Transfers” and “Reassignments” below for special cases – these are handled differently than other changes.
   c. Examples of “New Roles”:
      i. Filling a vacancy left by someone who has left the department (filling a pre-existing position)
      ii. Creating a brand new role in the department – for example, adding new supervisors for existing employees
   d. Changes that do not represent a new role include:
      i. Expansions of an existing position – these often involve a title upgrade (assistant to associate, regular to senior, specialist to coordinator, visiting to regular, etc)
      ii. Expanded positions often include the bulk of the duties of the previous position, plus additional, higher-level responsibilities
      iii. In some cases, an existing employee may absorb the duties of a departing employee, resulting in an expanded position
      iv. In these situations, a vacancy would not be created as a result of this change
   e. OAE expects that most appointment changes do not result in a new role for the appointee – if this is not the case, a search may need to be conducted to fill the new position or vacancy. Please consult OAE for guidance.
3. Is the department going through a re-organization? (details should be provided in justification)
   a. Re-orgs must be accompanied by descriptions as well as prior and proposed org charts.
b. Re-orgs may need to be approved by your college or administrative unit before moving forward with any change requests – OAE cannot process appointment changes resulting from re-orgs that have not been approved.

c. **Changes in roles** for employees may be approved when part of a larger re-organization.

4. **Transfers**
   a. In exceptional cases, an **entire position** (title, salary, duties, etc) are transplanted from one unit to another.
   b. Transfers **do not** create vacancies – if a vacancy is created, the change is not considered to be a transfer by OAE.
   c. Explanation for the history and rationale for the transfer must be provided.

5. **Reassignments**
   a. In exceptional cases, an employee may be reassigned from one project to another.
   b. Reassignments only require appointment changes when the change in projects must be reflected in the title (e.g. the project title is part of the position title).
   c. Duties must be largely similar.
   d. Reassignments, in general, **do not** create vacancies.

6. **Promotions**
   a. The majority of appointment changes represent promotions for the proposed appointee.
   b. A promotion involves a title change and expansion of duties.
   c. Promotions must be consistent with the requirements above – they must be consistent with any promotional policy the unit has, and in general do not represent a new role for the appointee, re-orgs excepted.

**Proposed Appointee**

After determining the appropriate type of change, please provide information regarding the appointee

1. Name and demographics
2. UIN
3. Was the employee hired through a search?
   a. If the person has been selected in multiple searches, only the information for the most recent search needs to be provided.
4. Is there a change in salary?
   a. Only answer “yes” if you are requesting a mid-year salary change. Salary increases that were made in the annual salary plan do not need to be listed here.
5. Prior/Current Salary and Proposed Salary
   a. Only needed if a salary increase/change is requested
   b. Put “N/A” in box if no salary change is being requested as part of the appointment change.
6. Other Employees with Comparable Titles (Previous Title)/Qualifications/Duties
   a. If a promotion is requested and there are other people who hold a title similar to the appointee’s current title before the change is made, list them here.
   b. If there are other similarly situated folks who might appear to be eligible for a promotion, please list them here. This includes similarly titled employees, as well as similarly qualified individuals or individuals doing duties that are similar, even if the title is not a match.
   c. If there are none, please enter N/A.
   d. Individuals listed here should be mentioned in the justification. The justification should indicate whether these people will be promoted as well, and if not, the reason(s) why.

Justification

Follow the instructions on the form. Information provided here must be consistent with the responses to the previous questions. Justification may include:

1. Details about how the job has changed over time
2. How the appointee meets the promotional policy of the department, if applicable
3. Description of other individuals (listed above) who might be eligible and why they are not being promoted at this time
4. Justification for salary increase (equity with others in department, recognition of service, retention, etc)
5. If change is result of transfer, reassignment, or other special circumstances, please provide a brief description of the situation to help understand why this change is necessary and being requested at this time. Contact OAE for guidance.