

Appendix

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Impact of Redelelegation on Oracle Processes

The Board of Governors has delegated the power to the President of Colorado State University to permit the re-delegation of authority to hire and accept undisputed resignations from tenured, tenure track and non-tenure track faculty and administrative professional appointees employed in units reporting to the Provost/Academic Vice President (P/AVP) to the P/AVP.

Similarly, the authority to hire and accept undisputed resignations from administrative professional appointees employed in units reporting to the Vice President for Administrative Services (VPAS), the Vice President for Research and Information Technology (VPRIT), the Vice President for Student Affairs (VPSA), and the Vice President for Development and University Relations (VPDUR) is re-delegated to the VPAS, VPRIT, VPSA, and VPDUR for their respective areas of responsibility.

Therefore, effective immediately, all separations for faculty and administrative professional employees need to state in comments whether the separation is voluntary or involuntary, in addition to the Term change reason. This is a requirement for all faculty and administrative professional separations. If you have any questions regarding this process, please contact Kinda Carpenter at 491-4976.

Position Management Procedures

Position Numbers will be Required For Appointments of all:

- State Classified;
- Regular and Special Administrative Professional*; and
- Regular Academic Faculty. In cases where Special or Temporary appointments are used to replace tenure/ tenure track Academic Faculty, the appointments should be made to the authorized Academic Faculty position.

* Note: Temporary Administrative Professional assignments must still be reviewed for exemption from the State Personnel System and there will be no change in how these are submitted to the Office of Equal Opportunity.

Creating a New Position

State Classified

Attach a “New Position/Version Request/Approval Form” to the Position Description Questionnaire (PDQ) currently in use and send to: Classification Unit, Room 136 Student Services Building, Human Resource Services. The PDQ will be reviewed by a classification specialist and a job title assigned. The Records Unit will then input the position information into the Oracle HRS system which assigns the new 6-digit position number and a 4-digit version number of 0001. The Records Unit will notify the originating department via campus mail of the new position/version number that must be used to appoint a new employee to that position.

Approval Required: Vice-President for positions supported in whole or in part by funds 1-3, 1-4, 1-5, 1-6, 1-7, 1-9, and 2-5; Department Head/Director for all other fund sources

Administrative Professional

Attach a “New Position/Version Request/Approval Form” to the job description and organizational chart and send to: Director’s Office, Room 108 Student Services Building, Human Resource Services. The HRS Director’s Office will review and forward to the State Department of Personnel and Administration for consideration of exemption from

the State Personnel System. Once obtained, the Records Unit will input the position information into the Oracle HRS system which assigns the new 6-digit position number and a 4-digit version number of 0001. The Records Unit will notify the originating department via campus mail of the new position/version number that must be used to identify the position in the search process and to appoint a new employee.

Approval Required: Vice-President for all Regular and Special appointments supported in whole or in part by funds 1-3, 1-4, 1-5, 1-6, 1-7, 1-9, and 2-5; Department Head/Director for all other fund sources

3. Academic Faculty

Submit a “New Position/Version Request/Approval Form” to: Records Unit - Faculty, Room 125 Student Services Building, Human Resource Services. The Records Unit will input the position information into the Oracle HRS system which assigns the new 6-digit position number and a 4-digit version number of 0001. The Records Unit will notify the originating department via campus mail of the new position/version number that must be used to appoint a new employee to that position.

Approval Required: Provost

Changing Encumbered Positions

State Classified

Submit an updated Position Description Questionnaire (PDQ) to the Classification Unit, HRS. If, after review of the PDQ by a classification specialist, it is determined that the position is correctly classified, no change will be made to job title or position/version number. If reallocation of the position is determined to be appropriate, a new job title will be assigned, and the Records Unit will create a new version number for the position in the Oracle HRS system. The Records Unit will notify the originating department via campus mail of the new job title and position/version number that must be used to submit the changes to the employee’s assignment through the Oracle HRS system.

Administrative Professional

Typically, Administrative Professional positions cannot be reassigned a new job title based upon new duties without resubmitting the request to the State Department of Personnel and Administration for exemption approval. In this case the “Process for Creation of New Position” should be followed, and the incumbent would need to compete for the new position according to the existing OEO process.

If the requested title change is between levels within the Researcher Series (Associate and/or Scientist) and the employee qualifies for promotion based on both nature of work and qualifications, the department should notify the Records Unit, either by memo or email, of the current job title and position/version number, and the new job title. The Records Unit will create a new version number for the position and notify the originating department via campus mail of the new position/version number that must be used when submitting the changes to the employee's assignment (title, salary, etc.) and the supporting justification via the Comments field through the Oracle HRS system.

NOTE: Prior OEO approval is required for:

- Promotions within the Researcher Series (Associate and/or Scientist) other than: Research Associate I through III and Research Scientist I to II.
- Promotions within the Researcher Series to a completely different research position (different job assignment/project)
- Movement from a non-Researcher class to a Researcher class or vice versa
- Movement from Research Associate Series to Research Scientist Series or vice versa

Academic Faculty

Academic Faculty promotions occur in the Spring of each year, with the President approving the promotions and advising the Board of Governor's for the CSU System of the changes at the May meeting. The Records Unit receives a list of these approved actions and makes the necessary changes to affected faculty member assignments and positions after final par in June. No action is necessary on the part of the department. The Records Unit will notify departments of the new position/version number via campus mail.

Changing Vacant Positions

State Classified

Submit an updated Position Description Questionnaire (PDQ) to the Classification Unit, HRS. If, after review of the PDQ by a classification specialist, it is determined that the position is correctly classified, no change will be made to job title or position/version number. If reallocation of the position is determined to be appropriate, a new job title will be assigned, and the Records Unit will create a new version number for the position in the Oracle HRS system. The Records Unit will notify the originating department via campus mail of the new job title and position/version number that must be used to hire a new employee into that position in the future.

Administrative Professional

Typically, Administrative Professional positions cannot be reassigned a new job title based upon new duties without resubmitting the request to the State Department of Personnel and Administration for exemption approval. In this case the “Process for Creation of New Position” should be followed.

If the requested title change is between levels within the Researcher Series (Associate and/or Scientist), the department should notify the Records Unit, either by memo or email, of the current job title and position/version number, and the new job title. The Records Unit will create a new version number for the position and notify the originating department via campus mail of the new position/version number that must be used to hire a new employee into that position in the future.

Academic Faculty

When a department wishes to change an existing vacant Academic Faculty position to/from Assistant, Associate, or Full Professor, they should notify the Records Unit either by memo or email, of the current job title and position/version number, and the new job title. The Records Unit will create a new version number for the position in the Oracle HRS system and notify the requesting department via campus mail of the new position/version number that must be used to hire a new employee into that position in the future.

Approval Required: None

Placing Two People in the Same Position

Ordinarily, only one person can be assigned to a position number/version at any time. In instances where it is necessary to place two people in the same position/version for a brief period to accommodate either training between a terminating employee and his/her successor, or the temporary replacement of an employee out on an extended leave of absence, the Record Unit must be notified of the circumstances prior to processing the appointment of the second individual.

In the case of an individual replacing a Tenure/Tenure Track faculty member or an employee in the Research Associate/ Research Scientist/Scholar categories who is either terminating or, in the case of a faculty member, on a Transitional appointment, where overlap in the position is required at a level different from the existing position, a second version of the position will be established at the new level, and the existing version will be end dated as of the date of the current incumbent’s termination or transitional end date. To initiate this action, a “New Position/Version Request/Approval Form” must be completed providing information about the existing position and incumbent.

Faculty Transitional Appointment

New Appointment

Transitional Appointments can be active for a full year at 50% OR active one semester at 100% and inactive the other semester. If they are a 9-month employee and have signed a contract to distribute their salary over 12 months, they must cancel this contract prior to beginning a Transitional Appointment. For more detail on Transitional Appointments, please see the *Academic Faculty and Administrative Professional Manual* – Section E.4.5 or the website <http://facultycouncil.colostate.edu/files/manual/table.html>. If they are currently enrolled in PERA, please be aware one cannot work the first business day of the first month of retirement and any days worked during the first month of retirement will result in a reduction of their retirement benefit. Faculty changing to a Transitional Appointment should be set up as follows.

- Request for Transitional Appointment (RTA) – This form can be found on the Provost web page under Faculty Resources at <http://www.provost.colostate.edu/print/transapp.doc>. Once the transitional appointment has been approved and signed, the Provost Office will forward a copy to Records.
- To make the changes, please use the Oracle Assignment Change Form:
 - Effective Date: 9-month => 16-Aug-04
12-month => 01-Jul-04
 - Assgn Status: Active => Transitional-Active/Transitional-Inactive
 - Reason: AF/Transitional-Active or AF/Transitional-Inactive
 - Hrs/Week: as applicable
 - Appt End Date: FY05 end date (15-May-05 or 30-Jun-05)
 - Comments: If the employee is a PERA member, please note the PERA RETIRE DATE.
- Please use the Comments Section to include leave balances. **A change in University policy requires the payout of annual/sick leave, if eligible, prior to beginning a Transitional Appointment. Payouts will continue to follow the maximum of 24 days for Annual Leave and one-fourth of unused Sick Leave up to a maximum of 15 days.** Any uncompensated leave balances at the start of the Transitional Appointment will be reinstated and available for use during the transitional appointment. However, at the end of the transitional appointment, there will be no compensation for unused leave balances.
- No Certification Form is required for a Transitional Appointment.

Reappointment

Transitional appointments **must be reappointed each academic/fiscal year**. There may be additional changes such as Hrs/Week or Annual Salary. Please remember to change the status mid-year, probably 01-Jan-XX, from Transitional-Active to Transitional-Inactive or vice-versa for the Spring Semester. No Certification Form is required.

- To reappoint, please use the Oracle Assignment Change Form:

Effective Date: 9-month => 16-Aug-XX

12-month => 01-Jul-XX

Status: Transitional-Active or Transitional-Inactive

Reason: AF/Transitional-Active or AF/Transitional-Inactive

Hrs/Week: as applicable

Appt End Date: FY05 end date (15-May-05 or 30-Jun-05)

Changes to Appointment

For those working one semester 'on' and one semester 'off', you will need to change the status 01-Jan-05. Please use the Oracle Assignment Change Form for all changes.

If you have any questions, please call Kinda Carpenter, Faculty Records, at 970-491-4976.

Approvals for Research Associates and Scientists Promotions

Due to recent changes within the Provost's Office and specifically the Vice Provost for Faculty Affairs, we are asking units to adopt the following guidelines with respect to promotions and title changes for the Research Associate/Scientist series.

Promotions for Research Associates levels I through III and promotions for Research Scientists from level I to II can be approved in Oracle by noting the following information in the electronic document:

1. Highest education degree awarded, institution awarded from and the year in which the degree was completed. **If currently noted in Oracle, please update information prior to submitting the action.**
2. Summary of the individual's professional experience as related to the job description. Please include specific dates. **This can be added to the "Conditions of Appointment" section on the change screen.**
3. Summary of the current job description. **Please note an abbreviated version in the "Comments" section. Total character space is 245.**

4. Summary of additional responsibilities and justification for promotion and title change.
Please note an abbreviated version in the “Comments section.”
5. Funding source

All other promotions (Research Associate levels from III through Senior Research Associate and Research Scientist levels II through Senior Research Scientist, as well as promotions from the Research Associate to Research Scientist ladder) will require hard copies of the above documentation and will need the approval of the Provost’s Office and Office of Equal Opportunity. Additional and more detailed summaries of the job description and additional responsibilities are required for approval.

Change Reason Definitions and Use

Reappointing an Employee - To be used when extending a graduate student’s current appointment.

- AF/AP/Other/GA/Reappointment

Initiating Assignment Termination - To be used when the employee will not return.

- TERM/Attend School
- TERM/Completed Contract
- TERM/Death
- TERM/Discharge
- TERM/Enter Own Business
- TERM/Family Relocation- Spouse's Employment
- TERM/Graduated (grad student only)
- TERM/Not Recorded
- TERM/Other Employment
- TERM/Other Employment-Institution of Higher Education
- TERM/Other Employment-Private Industry
- TERM/Stay Home/Family Obligations

Suspending an Assignment - To be used as a short-term absence (no more than 1 semester).

- ALL/Change Assignment Status

Changing the FTE - To be used when changing the standard conditions

- ALL/Change FTE

Changing an Employee’s Qualifier - To be used when changing between the GRA, GSA and GTA qualifiers.

- ALL/Change Employee Qualifier

Adjusting an Employee’s Salary - To be used when changing the salary

- None

Revising the Current Appointment End Date - To be used ONLY when changing an end date to an earlier date (31-Dec-2003 to 31-Oct-2003) OR changing a date by a few days (15-Oct-2003 to 31-Oct-2003)

- ALL/Change Appointment End Date

Changing the Salary Basis (12- to 9-month or 9- to 12-month) - To be used ONLY when you are changing the salary basis. Indicate in the comments section that the salary basis is changing and reflect the new salary rate (based on monthly rate X 9 or monthly rate X 12).

- ALL/Change Salary Basis

New Hire Guides and the Required Forms Checklist

The new hire forms outline the data required to enter a new employee into the Oracle system. This data differs slightly by employee group. Please go to <http://ww.hrs.colostate.edu/records/newhire.html> and choose the correct form from the list.

Assignment Statuses

Active Statuses

Assignments with any of the following statuses will appear on Oracle-generated reports.

Assignment Status	People Group	MOS Counter Increase? *	Report Status Code
Active Assignment - used for an assignment that is currently active and is processed through each payroll.	All	Stry: Y Hrly: Y	A
Leave Without Pay - considered an active status and is processed through payroll (benefits process even if on LWOP all month).	State Classified Salaried; Faculty/AP (Regular or Special	Stry: Y Hrly: N/A	L
Overseas - used when an active employee is working overseas	All	Stry: Y Hrly: Y	O
Sabbatical 50% - used when an employee goes on half-time sabbatical for two semesters. The employee is active but paid half of normal salary while on sabbatical.	Faculty	Stry: Y Hrly: N/A	S50
Sabbatical - used when an employee goes on sabbatical for one semester. The employee is active and paid full salary.	Faculty	Stry: Y Hrly: N/A	S

Assignment Status	People Group	MOS Counter Increase? *	Report Status Code
Suspend - used to suspend pay but not benefits for employees not eligible for LWOP. The employee is active but receives no pay. If an employee's Appointment End Date has expired, the assignment may be suspended automatically.	Other Salaried; Graduate Assistant; Non-Student Hourly; Student Work-Study; Faculty/AP in some cases	Stry: N Hrly: Y	SU
Transitional - Active - used for tenured full-time faculty who are eligible for retirement and who are moving toward full retirement. They remain in this status for one to four years. They are considered active and usually receive full pay.	Faculty (Regular)	Stry: Y Hrly: N/A	TA
Transitional - Inactive - used for tenured full-time faculty who are eligible for retirement and are moving toward retirement. They are considered active but do not receive pay.	Faculty (Regular)	Stry: Y Hrly: N/A	TI

* For hourly employees, a Y in the MOS Counter Increase? column means that the counter should be increased for the month only if the employee received pay during that month.

Inactive Statuses

Assignments in any of the following statuses will not appear on Oracle-generated reports.

Assignment Staus	People Group	MOS Counter Increase?*
Initiate Assgn Termination - used when an individual's employment with the university is terminated. This status stops the employee's pay but allows Payroll to make any necessary adjustments to the assignment.	All	Y
Terminate Assgn - Payroll Only - Three months after the date that the assignment is set to Initiate Assgn Termination, Payroll sets the assignment to this status. The assignment will not process through payroll.	All	N

Assignment Status	People Group	MOS Counter Increase?*
Initiate Emeritus - used for eligible tenured faculty who are retiring with Emeritus status. This status stops the employee's pay but allows Payroll to make any necessary adjustments.	Faculty	N
Emeritus - Payroll Only - Three months after the date that the assignment is set to Initiate Emeritus, Payroll sets the assignment to this status. The assignment will not process through payroll.	Faculty	N
Initiate Retirement - used for eligible employees who are retiring. This status stops the employee's pay, but allows Payroll to make any necessary adjustments.	Faculty/AP; State Classified	Y
Retirement - Payroll Only - Three months after the date that the assignment is set to Initiate Retirement, Payroll sets the assignment to this status. The assignment will not process through payroll.		

* For salaried employees, a Y in the MOS Counter Increase? column means that the counter should be increased for the month of termination but not for any subsequent month.

* For hourly employees, a Y in the MOS Counter Increase? column means that the counter should be increased for the month of termination only if the assignment was paid during the month.

Faculty Titles

The definition of "faculty" was changed by the Board of Governors (formally SBA) some time ago, at the request of Faculty Council, to include only those appointees with "faculty" titles (lecturer, instructor, assistant/associate/full professor), and those listed in State statute as faculty. Prior to implementation, the vice-presidents, deans, heads of the agencies, registrar and others currently listed as faculty but not included in the definition of "faculty" above, will be moved to the administrative professional group. This will in no way affect tenure status. The titles that will be considered academic faculty include:

- 007000 President
- 007420 Professor
- 007450 Associate Professor

- 007480 Assistant Professor
- 007510 Instructor
- 007530 Lecturer
- 007540 Extension Professor
- 007570 Extension Assoc Professor
- 007600 Extension Asst Professor