Hiring Proposal Errors: When to make changes on the PD and when a new hiring proposal is needed

Hiring Proposal Error	Change PD?	New Hiring Proposal?
Start Date	No	Yes
Salary Basis (12 or 9 month)	Yes	Yes
Employment Category	Yes	Yes
Position Number	**No, unless** position needs created or modified	Yes
Starting Annual Salary	**No, unless** outside of salary range	Yes
Work Hours/Week (**AP**)	Yes	Yes
Work Hours/Week (**FACULTY**)	No	**No, unless** change above or below 50%
Department	Yes	No
Position Type (AP/SC/Fac)	Yes	Yes