

Reclassification: Faculty to Staff

Objective: When moving from a 12-month or 9-month faculty position to a staff position, appropriate approvals need to be obtained first and a notification period is given to the employee and the United Faculty of Florida (UFF).

Process:

Department should complete a memo outlining the justification for the move from faculty to a non-faculty classification. The justification should include an outline of the new duties which are the reason for the proposed change to a faculty line. The memo should also include any requested changes in salary and reason for salary change for the employee. The department should also provide a copy of the current Assignment of Responsibility (AOR) to Compensation Services prior to reclassification.

- The memo will need review and approval from the following offices in the order below:
 1. Office of Human Resources
 2. Office of Faculty Development & Advancement
 3. Office of Provost
- Once the Provost's Office approves the reclassification, Department consults with Human Resources regarding a possible notice period requirement as outlined in the UFF Agreement. The Agreement indicates a 90 day written notice will be provided to the employee and the UFF. If applicable, the effective date of the transaction should not be before the 90 day period.
- A copy of the written notice should be forwarded to Faculty Relations in Human Resources who will then provide it to the UFF.

Through partnering with Compensation Services, the department develops a position description and works with appropriate Classification Analyst to ensure incumbent is classified appropriately.

- Department submits Position Management Action Page ([pMAP](#)) to Human Resources outlining the new job code and salary including a copy of the approved justification memo and the position description content that was previously approved by Compensation/Classification Services.

Note: A [Background Check Questionnaire](#) should be completed and submitted to Human Resources at HR-ERS@FSU.EDU to accompany the reclassification action and ensure any required background checks are completed prior to appointment.

Questions regarding this process should be directed to Shelley McLaughlin, Associate Director, Human Resources at 644-7935 or sscopoli@fsu.edu.