

Reclassification: Staff to Faculty

Objective: When moving from a staff position to 12-month or 9-month faculty position, appropriate approvals need to be obtained first.

Process:

- Department should complete a memo outlining the justification for the move from non-faculty to a faculty classification. The memo should also include any requested changes in salary and reason for salary change for the employee.
 - o Memo is sent to Faculty Development and Advancement and approved by the Provost's Office
- Department should work with Andrea Novak concerning AORs
- Department submits pMAP to Employee Data Management (<http://hr.fsu.edu/PDF/Forms/Classification/PositionManagementActionPage.pdf>) outlining the new job code and salary. Included with the pMAP should be a copy of the approved justification memo
 - o Employee Data Management coordinates with the Budget Office to update the Position
- Department submits pPaf to Employee Data Management with approved justification memo for any salary changes
- If the position is E&G funded, inform the Budget Office of the allocation adjustment needed

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 on this procedure should be directed to Employee Data Management at 850-644-6470.