FSU | OFFICE OF HUMAN RESOURCES

Faculty to Faculty Reclassification Process

Objective: When moving a 12-month or 9-month faculty classification to another faculty classification, appropriate approvals are needed first and a notification period is given to the employee and the United Faculty of Florida (UFF). Before reclassifying faculty, departments should contact Faculty Relations in the Office of Human Resources for recommendations on appropriate job codes.

Note: The process below is not necessary for positions that do not currently have an incumbent. Any position that is not currently filled can be reclassified by simply submitting an ePAF to request the applicable changes.

MEMO

- Departments should complete a memo outlining the justification for the move from the faculty member's current classification to a different faculty classification. The justification should include an outline of the new duties, any requested changes in salary, and the reason for salary change for the employee. If voluntary demotion, indicate on the memo and include the employee's confirmation signature. The memo will need approvals and signatures from the following offices before an action document is submitted to HR:
    - Office of the Provost
    - Office of Faculty Development and Advancement

AOR

- Departments should provide a copy of the current Assignment of Responsibility (AOR) and the proposed Assignment of Responsibility (if applicable).

PMAP

- Departments should complete a Position Management Action Page (PMAP) outlining the change in job code, and if applicable, change in salary. Reference the ADI Checklist if increase in salary.
    - Prior to submitting the PMAP to Employee Data Management, all of the signatures/approvals designated on the form must be obtained.

ACTION DOCUMENT

- In the case of a salary change, the department should also submit an ePAF or pPAF to Human Resources with the new job code and salary. Attached to the action should be a copy of the approved justification memo, AOR (if applicable), and PMAP.

POST-RECLASSIFICATION

- Once the reclassification has been approved and processed in OMNI, the following documents should be updated and re-issued:
    - New Assignment of Responsibility (AOR) in OMNI. Contact the Office of Institutional Research with any questions.
    - New Faculty Contract in OMNI. Contact Faculty Relations at HR-FacultyRelations@fsu.edu with any questions.