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Staff to Faculty Reclassification Process

Objective: When moving from a staff position to a 12-month or 9-month faculty position, appropriate approvals are needed first. Before reclassifying staff to 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 non-faculty to a faculty classification. The justification should include an outline of the new duties, and any requested changes in salary and reason for salary change for the employee. 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
    - Associate Vice President for Human Resources

AOR

- Departments should complete a manual Assignment of Responsibility Worksheet (AOR) https://fda.fsu.edu/sites/g/files/imported/storage/original/application/5d1e5979a7d42f1da2f67e7e479fb8fa.pdf

PMAP

- Departments will 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.
    - http://hr.fsu.edu/PDF/Forms/Classification/PositionManagementActionPage.pdf
    - https://hr.fsu.edu/PDF/Forms/Administrative_Discretionary_Increases_ADI_Checklist.pdf

ACTION DOCUMENT

- Departments submit a pPAF to Human Resources with the new job code and salary change. Attached to the action should be a copy of the approved justification memo, PMAP, and AOR. Employee Data Management coordinates with the Budget Office and AVP to update the Position. If the position is E&G funded, inform the Budget Office of the allocation adjustment needed.

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 or the Office of Faculty Development & Advancement with any questions.
    - New Faculty Contract. Contact Faculty Relations at HR-FacultyRelations@fsu.edu with any questions.

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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.