



Faculty to Staff Reclassification Process

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

Note: The below process 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 a pMAP and ePAF to request the applicable changes.

POSITION DESCRIPTION

- Through collaboration with Compensation Services, the department develops a position description and works with their assigned [Compensation Analyst](#) to ensure it conforms to University standards. Once the position description is finalized, the Analyst will determine the classification, recommend an appropriate salary, and verify that the incumbent meets the minimum qualifications and educational requirements for the new classification.

PMAP

- Departments will complete a [Position Management Action Page](#) (pMAP) outlining all applicable changes previously approved by the Compensation Analyst and obtain all appropriate signatures.

MEMO

- Departments must complete a memo justifying the proposed reclassification from Faculty to Staff. This justification should outline the responsibility changes that are contributing to the move from Faculty to Staff, as well as describe and support any adjustments being proposed to employee salary. The Memo will need approvals and signatures from the following offices before an action document is submitted to HR:
 - Office of Human Resources
 - Office and Faculty Development and Advancement (fda-approvals@fsu.edu)
 - Office of Provost
- Once the Provost's Office approves the reclassification, the Department consults with Faculty Relations 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 should not be before the 90-day period. A copy of the written notice should be forwarded to Faculty Relations.

ACTION

- Departments submits a copy of the approved justification memo and pMAP to Compensation Services who will then coordinate with the Budget Office to update the Position. If the position is E&G funded, inform the Budget Office of the allocation adjustment needed.

POST-RECLASSIFICATION

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

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.