

What forms are used to communicate Position Information? When?

Funding Commitment of Position	Faculty & Staff New Position	Tenure Track (existing line)	Non-Exempt to Exempt or Change in Line Family	* Change in Position with Long Term Commitment (FTE, Term, Funding Type)	Change in Short Term Commitment that results in Benefit Increase (FTE, Term)	Staff Replacement Positions
Long Term:						
General Fund	PCO / J (R)	J (R)	w/ hire PCO / J (R) or w/o hire** PCO/J	PCO (R)	N/A	(R)
Endowment					N/A	
Extension		N/A				
Income Expense		N/A				
		N/A			N/A	
Short Term:						
General Fund	R	N/A	w/ hire R or w/o hire** PCO	N/A	PCO	R
Endowment		N/A				
Extension		N/A				
Income Expense		N/A				
Gift & Plant		N/A				
Grant & Contract		N/A				

(R) = Recruitment form will be necessary to hire, but not to update position information.

R = Recruitment form used to update position information.

J = Strategic Justification form

PCO = Position Change Order form

* Justification required w/ increase to benefit eligibility.

** e.g. change in position classification, faculty appointment, or graduate student "type" that results in change in family.