

RCM - Decentralized Budgeting Operating Manual

Policy and Procedure for Establishing New Positions

This policy and set of procedures is intended to clarify the approval process for new positions.

Policy

All new positions not included in an RC units' strategic plan require the approval of the RC unit head and Vice President for Finance and Administration Office unless otherwise stated. New positions should not be created to the detriment of an RC unit's ability to fund non-salary expense at an appropriate level. As part of the strategic planning process, the VPFA Office, each RC unit and their respective VP Office will review salary expense as a component of the unit budget and available funding.

Procedure for approval of on-going new positions

The following must support the request for new positions:

- A Position Description Questionnaire (PDQ) must be completed by the requesting department and submitted to the UNH VPFA Office along with the materials described below. The VPFA Office will review the position request and make an approval decision. (Note: Faculty, Librarian, Academic Administrator, and Principal Administrator positions do not require a PDQ.) Once approved by the VPFA Office, the information will be forwarded to UNH HR.
- UNH HR will review and if approved, will take the request forward to the USNH classification committee.
- Accompanying materials include:
 - A description of how the position advances the programmatic needs of the unit.
 - A funding plan that documents how the position and related expenses will be funded, either through additional revenue or expense reallocation.
 - Permanent positions that are created within areas that are funded via assessments, and require an increase in the assessment rate, also require the approval of the President with review of the Central Budget Committee.
- Upon classification, a classification number will be issued and the BSC will be notified of the classification and the first quartile salary amount. If the first quartile exceeds the estimated/approved budget amount (as identified above) by \$5,000, then the unit must submit a revised funding plan for approval as described above.

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Exceptions

1. New permanent faculty and librarian positions require the approval of the Provost
2. New permanent research faculty positions require the approval of both the Vice President for Research and the Provost.
3. An RC unit administrator (or designee) or VP can create term, temporary, hourly and grant positions. (Grant positions may only be used in conjunction with sponsored grants or contract and may not be funded via the general fund.)
4. If a new position is supported by the MIS fund (1UK042), appropriate approval by the Vice Chancellor of Planning and Budget is required.
5. The transfer of one position from one RC unit to another or between fund groups is not considered a new position for the receiving RC unit.
6. A reclassification of an existing position is not considered a new position under this policy unless the position moves more than 3 ranges.
7. This policy does not apply to graduate positions.

Filling the Position

After the position is classified, a unit may advertise the position. Appropriate Human Resource and Affirmative Action policies for filling the position must be followed.

Definitions

A grant position is supported by externally funded grants or contracts. These may be permanently budgeted positions.

A temporary appointment is defined as an appointment with temporary funding for a specified period of time.

A Term position is a temporary appointment to a position (position may have permanent funding) with a maximum duration of five years. A Term appointment is benefits-eligible if the appointment continues at least one year. Term appointments may be renewed annually.