



Policy and Procedure for Creation of New Positions

(Approved by the President on July 30, 1999)

I. PURPOSE & APPLICABILITY

The purpose of this Policy and Procedure is to verify that a) positions are appropriately classified under the Fair Labor Standards Act (FLSA), b) positions of similar or comparable responsibility are paid similarly, c) all positions in the University of Maryland Biotechnology Institute are created through the procedure appropriate to the category of the position, and d) the UMBI Unit has sufficient funding to pay the salary and benefits of the employee. This Policy and Procedure apply to all positions in UMBI.

II. PROCEDURE

A. Non-Exempt and Exempt Staff Positions (Regular or Contingent)

1. The supervisor of the proposed position shall prepare a UMBI Position Description Form (Attachment A). The form must be signed on the last page by the immediate supervisor of the proposed position. An organization chart showing the proposed position's relationship to the rest of the Unit must be included.
2. The supervisor shall prepare a Request for Position Classification Action Form (Classification Form, Attachment B) and shall submit it with the signed position description to the Appointing Authority or designee for approval.
3. If the Appointing Authority approves creation of the position, he or she shall sign the Classification Form, obtain the signature of the Unit's Fiscal Officer (to confirm that funds are available for the position), and shall forward both documents to the Assistant Vice President for Human Resources in the Office of Operations & Finance.
4. The Assistant Vice President for Human Resources will review the documents and determine whether an appropriate title already exists within the University System of Maryland (USM) or whether it must be created through the Systemwide Human Resources Committee (SHRC).
5. If the position title exists in the USM, the Assistant Vice President for Human Resources shall assign a Position ID # and shall notify the Appointing Authority or designee of the assigned title and Pay Range.
6. If the position title does not exist in the USM, the Assistant Vice President for Human Resources shall process the appropriate documents through the Systemwide Human Resources Committee to create the position. Once the position has been approved by the USM, the Assistant Vice President for Human Resources shall assign a Position ID # and notify the Appointing Authority.
7. NOTE: To fill the approved position, refer to the UMBI Search and Selection Procedures for Faculty and Staff.

UMBI Policies and Procedures

B. Faculty Positions

1. To establish a new faculty position, the Request to Create a New Faculty Position (New Faculty Form, Attachment C) must be completed and all appropriate documentation must be attached.
2. Non-Ladder-Rank Faculty Positions
 - a. If the new faculty position is a Faculty Research Assistant, Research Associate or Senior Research Associate, the Principal Investigator shall submit the New Faculty Form to the Center Director.
 - b. If the Center Director approves creation of the new position, he or she shall obtain the signature of the Center Fiscal Officer (to confirm that funds are available for the position) and shall submit the form to the Assistant Vice President for Human Resources.
3. Ladder-Rank Faculty Positions
 - a. If the new faculty position is a ladder-rank position, the Center Director shall complete the form and obtain the signature of the Center Fiscal Officer (to confirm that funds are available for the position).
 - b. The New Faculty Form shall then be submitted to the Vice President for Academic Affairs. If appropriate, the Vice President for Academic Affairs shall consult with the President concerning the proposed position.
 - c. If creation of the ladder-rank faculty position is approved, the Vice President for Academic Affairs shall sign the New Faculty Form and forward it to the Assistant Vice President for Human Resources. If the request is not approved, the Vice President for Academic Affairs shall so indicate on the New Faculty Form and shall return a copy to the Center Director.
4. The Assistant Vice President for Human Resources shall forward the New Faculty Form to the Vice President for Operations and Finance or designee, who shall review the request against the budget for the funding source indicated on the form. The Vice President for Operations and Finance or designee shall sign the form and return it to the Assistant Vice President for Human Resources.
5. The Assistant Vice President for Human Resources shall assign a Position ID Number to the new faculty position and shall return copies of the New Faculty Form to the Center Director or designee (who shall notify the Principal Investigator according to Center procedures) and to the Vice President for Academic Affairs.
6. NOTE: To fill the approved faculty position, refer to the UMBI Search and Selection Procedures for Faculty and Staff.

C. Student Positions

1. A Principal Investigator or UMBI Appointing Authority wishing to hire a student worker (whether at the undergraduate or graduate student level) shall complete the UMBI Authorization to Fill A Student Position form (Student Position Form,

UMBI Policies and Procedures

Attachment D).

2. The Principal Investigator shall submit the Student Position Form to the Appointing Authority or designee. If the Appointing Authority or designee approves creation of the student position, the form shall be forwarded to the Unit Fiscal Office. Signature of the Fiscal Officer shall confirm that funds are available for the student position.
3. The Student Position Form shall then be forwarded to the Assistant Vice President for Human Resources.
4. If the Assistant Vice President for Human Resources approves the pay level of the position, a signed copy of the Student Position Form shall be returned to the Appointing Authority or designee.
5. Recruitment to fill hourly student positions is not required. However, if the Unit does post the position and receive applications, applications must be treated in a manner consistent with applications in searches for regular positions.
6. A copy of the approved Student Form shall be submitted to UMBI Human Resources with the student employee's payroll documents.

Attachments

- A UMBI Position Description Form
- B Request for Position Classification Action Form
- C Request to Create a New Faculty Position Form
- D Authorization to Fill A Student Position Form