A. James Clark School of Engineering
Position Processing Checklist (1/13/2014)

Category/Title	New Appointment	Request New POS	Request POS Number Change	Pooled POS	POS Follows	Acting POS	Additional Information
01, Faculty Tenured	Check WOW Position Management Report for vacant POS number.	Yes, if no vacant number is available, submit request to Siemy Khan using eTerp2.	Only if title change, FTE % change, FRS number change. Submit request to Siemy Khan using eTerp2 and this does not change the position number.	No	Yes, **unless** competes for admin position and position has its own POS number.	Use Original POS number. Request temporary title change through Siemy Khan using eTerp2.	
02, Faculty Tenure Track	Check WOW Position Management Report for vacant POS number.	Yes, if no vacant number is available, submit request to Siemy Khan using eTerp2.	Only if title change, FTE % change, FRS number change, Category change. Submit request to Siemy Khan using eTerp2 and this does not change the position number.	No	Yes, **unless** competes for admin position and position has its own POS number.	Use Original POS number. Request temporary title change through Siemy Khan using eTerp2.	
03, Faculty NT, Term Regular	Select Pooled POS number within PHR.	N/A	N/A	Yes	Yes	N/A	Lecturer, Sr. Lecturer, Visiting Lecturer & Director titles only. Must be 50% FTE & at least 6 mo. duration with benefits.
15, Faculty NT Continuing	Check WOW Position Management Report for vacant POS number.	Yes, if no vacant number is available, submit request to Siemy Khan using eTerp2.	Only if title change, FTE % change, FRS number change, (can also request Category change but only with a title change). Submit request to Siemy Khan using eTerp2 and this does not change the position number.	No	If they have additional appointments, those appointments would have separate POS numbers.	N/A	Only tenured or tenure track have acting titles. Appointments are 6 months or longer and include benefits.

Category/Title	New Appointment	Request New POS	Request POS Number Change	Pooled POS	POS Follows	Acting POS	Additional Information
25, Faculty Contractual	Requires Unique POS number for each employee.	Yes, request through Siemy Khan using eTerp2.	Yes, request through SVPAAP (Jan Andrews).	No	Contract period only.	N/A	Reappointment of faculty, then original POS may be used.
36, Faculty Hourly	No POS number tied to hourly faculty.	N/A	N/A	N/A	N/A	N/A	
37, Faculty Non Regular, NT	Select pooled POS number within PHR.	N/A	N/A	Yes	Yes	N/A	Employment term 6 months or less and no benefits.
20, Non Exempt Regular	If new position, e-Terp 2 action required. UHR issues POS number.	No, **unless** new position.	Need to submit all POS changes in eTerp 2. POS number changes only if reclassed to another position type (i.e., Nonexempt or Faculty).	No	POS number stays the same for reclasses. POS does not move with incumbent when changing departments.	Original POS number remains and acting POS number is entered in PHR.	Submit Acting Capacity form to UHR **two weeks** prior to effective date. Must meet minimum qualifications.
22, Non Exempt Contingent II	Establish CII position in eTerp2, conduct search and route contract through Academic Affairs.	New Position numbers are assigned and unique for each CII employee.	UHR will issue a new POS number when converting to regular status.	No	CII employees keep their position number for the duration of the contract, including renewals, and are never reused.	N/A	Must convert after 3 years unless the employee elects not to convert. See BOR Policy VII-1.40 for exceptions and instructions (link below).
31, Non Exempt Contingent I	No POS number tied to position.	N/A	N/A	N/A	N/A	N/A	Contract is for 6 month period with the option for one 6 month extension. See BOR Policy VII-1.40 for exceptions and instructions (link below).

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33, Exempt	If new position, e-Terp action required UHR issues POS number.	No, **unless** creating new position.	Need to submit all POS changes in eTerp. POS number changes only if reclassed to another position type (i.e., Nonexempt or Faculty).	No	POS number stays the same for reclasses. POS does not move with incumbent when changing departments.	Original POS number remains and acting POS number is entered in PHR.	Submit acting capacity form to UHR **two weeks** prior to effective date. Must meet minimum qualifications.
34, Exempt Contingent I	No POS number tied to position.	N/A	N/A	N/A	N/A	N/A	Contract is for 6 month period with the option for one 6 month extension. See BOR Policy VII-1.40 for exceptions and instructions (link below).
35, Exempt Contingent II	Establish CII position in eTerp, conduct search and route contract through Academic Affairs.	New Position numbers are assigned and are unique for each CII employee.	UHR will issue a new POS number when converting to regular status.	No	CII employees keep their position number for the duration of the contract, including renewals and are never reused.	N/A	Must convert after 3 years unless the employee elects not to convert. See BOR Policy VII-1.40 for exceptions and instructions (link below).

- Acting Capacity Form (Staff): http://uhr.umd.edu/wp-content/uploads/2012/07/acting_form_revised_808

  Contact the PHR Service Center on x5-7575 or phrserv@umd.edu for instructions on how to process Acting Capacity in PHR.

- BOR Policy VII-1.40 (A) on Contingent Employment for Staff: http://www.president.umd.edu/policies/vii140a.html

- e-Terp 2: ejobs.umd.edu/hr

- Faculty Position Numbers (Guidelines): http://www.provost.umd.edu/pers-bud/ARS/Fac_Pos_Num/

- Pooled Position Numbers: http://www.provost.umd.edu/pers-bud/ARS/Fac_Pos_Num/pooled_positions.cfm

- Provost/Academic Resources: http://provost.umd.edu/pers-bud/ARS/

Comments or suggestions regarding this chart, please contact Paula Beaver at pbeaver@umd.edu or 301.405.7122