

NEW POSITION AUTHORIZATIONS

In a memorandum dated July 31, 2014, President Floyd directed areas and urban campuses to obtain specific authorization for new hires on permanent level (PBL) funds.

This document provides detailed guidance on WSU's approval process for new position authorization beginning September 1, 2014.

New authorization requirements apply to:

1. New appointments **extending beyond one year**, on PBL funds (001-state, 143-federal, 148-05-administrative fees and interest, and permanently allocated funds 148-02-domestic F&A, 148-03-international F&A, and 148-06-EDI) ¹

- Including permanent and temporary faculty, administrative professional, and classified staff appointments
- Including full time and part time
- Including appointments to vacant positions
- Including appointments for which any percentage of salary is paid from PBL funds
 - Note: If any percentage of salary is paid on contract and grant funds (145) in addition to PBL funds, the authorizations must also include the principal investigator.

2. These authorization requirements supersede any previously approved hiring plans.

3. These authorization requirements apply to recruitments in process as of September 1, 2014, **unless a written offer letter has been distributed to the appointee** prior to September 1st.

Procedures for new authorization requirements:

For new appointments meeting the above requirements, areas and urban campuses will establish procedures to obtain the required authorization and maintain documentation of such.

For recruitments in process as of September 1, 2014, for which **no written offer has been distributed to the appointee**, areas and urban campuses should obtain the required authorizing signatures. A group authorization for all such pending appointments is acceptable.

Prior to posting a position in OPDRS the appointing authority must select one of the following certification statements:

Position Authorization Directive

- I certify that this hire is subject to the President's July 31, 2014, position authorization directive and that all required documentation has been obtained.*
- I certify that this hire is exempt from the President's July 31, 2014, position authorization directive.*

¹ For clarification of what funds are considered PBL contact your area/urban campus finance officer or the budget office.

Special procedures for temporary faculty appointed for more than one year:

If areas / urban campuses are contemplating a temporary faculty appointment extending beyond one year on PBL funds, which will **not be entered in OPDRS**, the PERMS action must include one of two statements in the comments section.

1. This hire is subject to the President's July 31, 2014, position authorization directive and all required documentation has been obtained.
2. This hire is exempt from the President's July 31, 2014, position authorization directive.

Academic units and provost authorization:

The Provost's Office will establish procedures for obtaining the Provost's approval and will communicate those separately to academic departments and units.

New authorization requirements do NOT apply to:

- New appointments on non-PBL funds
- New appointments on PBL funds that are for one year or less
- Student employees (graduate or undergraduate)
- Salary increases for existing employees
- Wage increases for existing hourly employees (student or non-student)
- Tenure & faculty promotions
- Stipends
- Shift differentials, hazardous conditions pay, standby pay
- Appointment or position changes from temporary to permanent for existing employees
- Funding changes for current employees
- Reclassifications
- FTE (effort %) changes
- Term or cycle date changes
- Renewals (no break in service)