UIC UNIVERSITY OF ILLINOIS AT CHICAGO

HR NEWS FLASH

UIC *Human Resources*

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For Immediate Release

# Changes to Academic Professional Search Process

The Human Resources Office is actively engaged in conducting an analysis of all Academic Professional (AP) jobs at the UIC Campus as a result of audits by the State Universities Civil Service System (SUCSS). The goal is to understand, define and better document (via job descriptions) the work being performed by Academic Professional employees to substantiate categorization as AP or Civil Service (CS).

While this initiative will help to satisfy audit requirements, it also positions us to establish the necessary jobs framework to more effectively manage AP employees going forward. This framework helps to organize jobs into meaningful hierarchies across disciplines so as to establish rational compensation, professional development, competency, and other programs.

For now, the job analysis process only focuses on **existing** Academic Professional positions. However, to ensure compliance with the CS exemption requirements and to eliminate the inappropriate exemption of future positions, we are now turning our attention to new positions and new search requests.

**Effective December 20, 2010,** the "expiration" dates of the Principal Administrative Exemption (PAPE) forms and job descriptions – defined as older than three years – will be more strictly enforced. The Office for Access and Equity, in collaboration with Human Resources, will not accept a PAPE (or job description) that is older than three years at the time of submission of the Position Notice or Request for Waiver of the Search Process.

**To effect the hiring or search for any type of new Academic Professional or Academic Hourly position (**including **new** appointments of 50% or more, temporary appointments, appointments for less than half time, ***visiting*** appointments and intermittent appointments), a current, HR approved, job description (not older than three years) must be presented with search or request to hire materials. **In HireTouch (in the Recommendation and Authorization for Hiring Approval form), upload your PAPE and/or job description using the document type Job Description.** The confirming email to the originator of the Recommendation and Authorization for Hiring Approval form will contain a reminder regarding this requirement. *(Continued on page 2)*

# Changes to Academic Professional Search Process *(continued)*

A PAPE and/or job description approved more than three years from the date of the search or hire request **is no longer valid**. To update the PAPE and/or job description, submit a request via the DART process or contact the Office of Compensation (jobanalysis@uic.edu) to request a job analysis.

If the PAPE/Job description is no longer valid and you wish to update it, please contact the Office of HR Compensation at jobanalysis@uic.edu to schedule an expedited review of the position.

Submit any questions regarding this change to jobanalysis@uic.edu or oae@uic.edu .