

Faculty Affairs HR

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A NEW BEGINNING...

As many of you are aware, the Provost HR area has changed its name and has restructured to incorporate Banner processing of faculty appointments into its daily operation. We are now Faculty Affairs HR (FAHR) reporting under the Vice Provost for Faculty Affairs.

In addition to the oversight of activities and policies affecting faculty appointments, the Office of the Vice Provost for Faculty Affairs consists of staff who oversee faculty-related tasks including: 1) Annual faculty promotion and tenure 2) Emeritus approval; 3) Underrepresented Faculty Recruitment Program; 4) New faculty orientation, 5) New administrator orientation; 5) WISEST Initiative; 6) Faculty Awards; 7) Mentorship; 8) Leadership proposals, 9) Educational outreach programs, 10) CETL and the Teaching and Learning Center, etc.

There have been minor changes to the Office in the sense of



Banner processing. Email correspondence can still be directed to chancprovosthr@uic.edu. The PITR Pear Group Name has been updated to reflect our new Name—UIC Faculty Affairs HR PITR Processors. A revised PITR Transmittal sheet is available on our website.

To ensure timely processing of PITRs, FAHR will observe periods of down time in which only Banner processing will occur. Individual staff members will not be responding to any phone calls between the hours of 9:30am—11:30am, Monday through Friday. However,

please leave a message and the call will be returned outside of the above time frame.

We will be adhering to the Payroll and HR deadlines already established for the campus and located on Payroll's website.

We expect our standard time frame to process faculty PITRs to be within 5 business days, as long as the necessary information has been received and is accurate and complete.

In an effort to provide information to you on faculty related issues of interest, including policy updates, we plan to publish this newsletter on a quarterly basis. If there are certain topics that you would like to see covered in this Newsletter, please email Amira@uic.edu.

<http://www.uic.edu/depts/oa/faculty>

TO CREATE OR NOT CREATE... THAT IS THE QUESTION...

To create or not to create a new position number. That is a common question units face hiring a new employee.

Some examples when to create a new position:

- The organization does not have a vacant position for the same p-class.
- A vacant position in the same employee category is not available to modify.
- A vacant position is being held for re-use at a later date.

An existing vacant position can be reused by the unit when:

- The position p-class or title remains unchanged.
- Position modifications can be made without changing the general employee category.

Test your knowledge...

Correctly identify the below statements as True or False:

- A new position number is required when an assistant professor is promoted to an associate professor.
- A position number can be modified when an academic professional resigns to take a faculty position.
- A position number can be modified when a lecturer receives a tenured assistant professor position.
- A position number can be modified when a lecturer receives a non-tenured assistant professor position.
- A vacant academic professional position can not be modified when hiring a visiting lecturer.
- The current position is used with a different suffix when a faculty member is taking on additional responsibilities that are related to the current job.
- A position number for a department head who is on sabbatical leave can be used for the acting head.

Answers on back...

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OVERCOMPENSATION FOR FACULTY APPOINTMENTS

UPCOMING.....

Faculty BioSketches

Biosketches due 11/23/05 for January 2006 BOT Meeting

PITR Deadline Date

- PITRs due 11/28/05 for December calc day
- PITRs due 12/22/05 for January calc day

Sabbatical Deadlines

- Applications for AY2006-2007 due 11/04/05
- Reports for Academic Year 2004/2005 or Spring 2005 Sabbaticals due 12/31/05

Upcoming Office Closures

- Thanksgiving Weekend 11/24/05–11/25/05
- Winter Break 12/26/05– 1/2/06

A SPECIAL THANKS

Thanks to the staff of Academic Human Resources / Records for their assistance during the campus academic HR re-structuring.

CONGRATS TO ONE OF OUR OWN

Lillie Adams is one of the recipients of the 2005 Janice Watkins Award. Way to Go, Lillie!!!



As a result of campus academic HR restructuring, the current Request Form has been modified. In addition, the Request form will serve a dual role, both in the approval process and in the data entry into the Banner system. As a result, PITRs will no longer be required.

The following guidelines are intended to clarify conditions under which full time UIC faculty may receive additional compensation. Generally, there are two approvable circumstances.

•The General Rules of the University of Illinois establish approval of additional service and compensation for “a reasonable amount of instruction in continuing education and public service programs or the grading of special examinations stipulated by the University....” For more detailed information regarding CEPS programs, visit their website at www.oce.uic.edu.

•The Statutes allow exceptions to this rule “in special cases which are approved by the dean of the college of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the chancellor shall be secured.”

In support of the University of Illinois Statutes and General Rules, the following campus guidelines on compensation for services beyond full-time should

be followed. Failure to meet these guidelines may result in a denial of submitted payments.

Written requests must be made and approval granted **prior** to the service being performed.

No overcompensation payments can be made without this written approval.

The services performed must be clearly outside the scope of the employee’s regular position and should not be confused with “other duties as assigned.” Reasonable expectations or limitations of pro bono service obligations are expected to be established within the employee’s department and college that are consistent with the research, instructional, and public service commitment of the college.

Requests cannot be made on a regular basis; they must be for irregular, temporary service and cannot interfere with the employee’s normal full-time position. The availability of funds can only be one of the factors, which will justify additional compensation. If ongoing payments for the service are sought, the unit might want to consider redefining the job description with appropriate changes to the duties and compensation, rather than repeat overcompensation requests.

The following represents guidelines that have been established for the approval and processing of requests for

compensation for services beyond full-time.

*For requests where an employee gets **more than \$500/year**, in addition to the head’s and the dean’s approval, prior Provost’s approval is required. These requests should be sent to Faculty Affairs HR. For example, if an employee has received overcompensation of \$500 in the Fall Semester and a unit wishes to compensate them another \$400 in the Spring Semester, Provost approval is required. In an effort to streamline the process, the current form to request approval has been revised to include processing information. This will eliminate the need for a PITR. The revised form and the policy is now available on our website.*

For requests of \$500 or less/employee/year, all involved department heads and deans must grant approval on the revised form. For example, if a unit wants to hire a current employee in another unit and college, both departments and both colleges need to endorse the request prior to the service being provided. Although approval by the Provost is not required, the form must still be routed to FAHR in order for payment to be processed. A PITR will not be required.

Please forward any questions regarding Faculty overcompensation to chancprovosthr@uic.edu.

NON-SALARIED VS. COURTESY FACULTY APPOINTMENTS

As part of the HR restructuring, the processing of unpaid faculty appointments is changing. Units will no longer be able to direct enter non-salaried jobs for faculty members who already hold a percent-time, paid appointment (“A” or “B” employee class). If a unit wishes to add a non-salaried appointment to a current paid faculty member, a PITR should be routed to FAHR. The non-salaried position’s e-class should be reflective of the service basis of the percent-time appointment as applicable.

Units will continue to be able to process courtesy appointments where the faculty member is coded as unpaid (UA) at the employee level (PEAEMPL).

There are several reasons for this change:

- To improve data integrity;
- To ensure that on-going appointments appear in Salary Planner and the Grey Book, when appropriate;
- To eliminate inconsistencies that occur when the non-salaried appointment becomes out of sync with the permanent paid appointment (e.g. an Assistant Professor who is promoted to Associate Professor but the non-salaried appointment is still listed as Assistant Professor.)