

ROLES & RESPONSIBILITIES

for Faculty Appointment and Transfer eForms

1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

CBC, Contract Amount, FTE and Hours, Funding Source, Job Title

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

Cost Center Funding, Distribution, FTE, Funding Gaps, Start/Effective Date, End Date

4. PI/PM

Validate and approve funding sources and timeframe.

CRITICAL FIELDS:

Distribution, End Date, Funding Sources, Start/Effective Date

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

Distribution, End Date, Grant Funding, Start Date/Effective Date

6. Dean's Office

Validate and approve academic department positions.

CRITICAL FIELDS:

Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

7. Budget Office

Validate and approve budgetary fields.

CRITICAL FIELDS:

Distribution, End Date, Funding Gaps, Funding Sources, FTE, Start/Effective Date

8. VPAFS

Validate and approve transfer eForms.

CRITICAL FIELDS:

Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency