

Administrative Positions- HT and HRFE Requirements

As units make arrangements for administrative positions we'd like to remind you of the campus forms required for common administrative positions:

Associate Head or Assistant Head (Tenure-track/Tenured Faculty):

Required when appointing a new Associate or Assistant Head, *not required when reappointing a current faculty member to the position.*

It is expected that even when a formal search will not be used to fill the appointment, notice of the appointment availability should ideally be communicated via email or other means of internal written communication to all faculty members who are eligible for consideration for the appointment to allow them the opportunity to express their interest in being considered. This process will be used in the justification for appointment section of the Apt Change Form.

- In Hiretouch:
 - HRF – not required
 - Established title with new incumbent = requires Faculty Appointment Change Form (use the “Faculty and Other Academic Apt Change workflow”)
 - New title / never been used = requires Prov Comm #3 – Transmittal to Add New Admin Position AND Faculty Appointment Change Form
- HR Front End Documentation:
 - ODEA email approval for the appointment change
 - Offer / Acceptance
 - Fully approved transmittal document, if applicable

All other 0% administrative titles (such as Director of Graduate Studies):

- In Hiretouch:
 - HRF – not required
 - Established title with new incumbent = no forms required
 - New title / never been used = requires Prov Comm #3 – Transmittal to Add New Admin Position
- HR Front End Documentation:
 - Offer / Acceptance
 - Fully approved transmittal document, if applicable

If you have questions on other types of appointments, please refer to the LAS Hiring Request Guidelines: <http://www.las.illinois.edu/faculty/hiring/documents/LASHRFPolicyNov2012.pdf>
Please note, while the HRF may not be required for AHR processing, any HRF required by LAS should be uploaded into HR Front End. Positions approved in the College Hiring Plan should be noted as such in the Memo Section of HRFE.