

# Scenario 3

UNIVERSITY OF CENTRAL FLORIDA  
College of Sciences

CONFIDENTIAL DOCUMENT

## Position Number Request/Assignment

Select the appropriate answer for all fields and any fields that populate as a result of your choices. Note: This form also includes error messages which should be addressed prior to signing and submitting the form.

Click to View Examples on COS Admin Website

HR Liaison: \_\_\_\_\_  New Request  
Budget Liaison: \_\_\_\_\_  Update  
Hiring Official: \_\_\_\_\_

| POSITION DATA   | RECURRING BUDGET   | FINANCIAL PLAN (College Main Campus)  |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
|---|--|---|-------------|--------|--|--------------|---------------------------------|--------------------------------|--------------------|-------------|------------------|-------|-------|---|-------|-------|------------------|-------|-------|--|
| <b>Selection Process:</b> <u>Exemption from Search</u><br><b>Reason:</b> <u>Visiting, NonRenewable</u><br><b>Department:</b> <u>Math</u><br><b>Academic Sub Discipline:</b> _____<br><b>Employee Group:</b> <u>9 Mo Faculty</u><br><b>Title/Rank:</b> <u>Instructor/Lecturer</u><br><b>Administrative Functions:</b> _____<br><br><b>Employee Class:</b> <u>Visiting, NonRenewable</u> *<br><br><b>Campus:</b> <u>Orlando</u><br><b>Liability #:</b> <u>2405-20-74</u><br><b>Effective Date:</b> <u>8/8/2016</u><br><b>Base Salary:</b> <u>\$60,000.00</u> **<br><b>Authorized FTE:</b> <u>1.00</u><br><b>Supervisor:</b> <u>Chair</u><br><i>Must be chair/director if title is Instructor, Lecturer, Assistant Professor, Associate Professor, or Professor.</i> | <b>Salary Budget:</b> \$ <u>60,000</u> *** <b>Fund Type:</b> <u>E&amp;G - Main</u><br><b>Joint Appt:</b> <u>No</u><br><br><table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"><b>Main Campus Liability:</b></td> <td style="width:10%; text-align: right;">\$</td> <td style="width:10%; text-align: right;">60,000</td> <td style="width:10%; text-align: right;">26.5%</td> <td style="width:10%; text-align: right;">\$</td> <td style="width:10%; text-align: right;">75,900</td> </tr> <tr> <td><b>Regional Campus Budget:</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">26.5%</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Contract &amp; Grants (C&amp;G):</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> </table> | <b>Main Campus Liability:</b>   | \$          | 60,000 | 26.5%  | \$           | 75,900                          | <b>Regional Campus Budget:</b> | \$                 | -           | 26.5%            | \$    | -     | <b>Contract &amp; Grants (C&amp;G):</b> | \$    | -     | -                | \$    | -     | <b>Current Salary Alloc. Avail.:</b> _____<br><br><b>Provost Funding:</b> \$ _____<br><b>Convert NonSalary to Salary:</b> _____<br><b>Convert Salary to NonSalary:</b> _____<br><b>Total Recurring Funds:</b> \$ _____<br><b>DIFFERENCE:</b> <u>\$ 75,900.00</u> |
| <b>Main Campus Liability:</b>   | \$   | 60,000  | 26.5%       | \$     | 75,900   |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>Regional Campus Budget:</b>  | \$   | -   | 26.5%       | \$     | -  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>Contract &amp; Grants (C&amp;G):</b>   | \$   | -   | -           | \$     | -  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>ESTIMATED START-UP</b><br>The estimated amounts for start-up will be used for planning purposes.   |  | <b>Request to use unit's nonrecurring resources to fund position or special arrangements</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;">Description</th> <th style="width:30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Salary Savings associated with Prof. X and Prof. Z's salary savings/course buyout.</td> <td style="text-align: right;">\$ 75,900.00</td> </tr> <tr> <td><b>Total NonRecurring Funds</b></td> <td style="text-align: right;"><b>\$ 75,900.00</b></td> </tr> <tr> <td><b>DIFFERENCE:</b></td> <td style="text-align: right;"><b>\$ -</b></td> </tr> </tbody> </table> | Description | Amount | Salary Savings associated with Prof. X and Prof. Z's salary savings/course buyout. | \$ 75,900.00 | <b>Total NonRecurring Funds</b> | <b>\$ 75,900.00</b>            | <b>DIFFERENCE:</b> | <b>\$ -</b> |                  |       |       |   |       |       |                  |       |       |  |
| Description   | Amount   |   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Salary Savings associated with Prof. X and Prof. Z's salary savings/course buyout.  | \$ 75,900.00   |   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>Total NonRecurring Funds</b>   | <b>\$ 75,900.00</b>  |   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>DIFFERENCE:</b>  | <b>\$ -</b>  |   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| <b>Search Committee (for all faculty positions, research positions, and staff positions at the Assistant Director level &amp; above)</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Role</th> <th style="width:55%;">Name</th> <th style="width:30%;">Email</th> </tr> </thead> <tbody> <tr> <td>Search Committee Chair</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Committee Member</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Committee Member</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Committee Member</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Committee Member</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>  |  | Role  | Name        | Email  | Search Committee Chair   | _____        | _____                           | Committee Member               | _____              | _____       | Committee Member | _____ | _____ | Committee Member                        | _____ | _____ | Committee Member | _____ | _____ |  |
| Role  | Name   | Email   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Search Committee Chair  | _____  | _____   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Committee Member  | _____  | _____   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Committee Member  | _____  | _____   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Committee Member  | _____  | _____   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |
| Committee Member  | _____  | _____   |             |        |  |              |                                 |                                |                    |             |                  |       |       |   |       |       |                  |       |       |  |

The following documents should be added to this packet prior to the Hiring Official submitting to the COS Admin for approval:

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### Additional information regarding the position and/or funding arrangement:

Approved  
 Not Approved  
 Approved  
 Not Approved

Direct Supervisor \_\_\_\_\_  
 Chair/Director \_\_\_\_\_  
 Dean or Designee \_\_\_\_\_

\* Visiting, NonRenewable—employee is eligible for academic year and summer cycle. Visiting, Renewable—employee is eligible for four academic year and summer cycles (UNLESS they were previously hired as a visiting, nonrenewable).  
 \*\*The base salary should be the minimum amount budgeted for the hire. For A&P and USPS there is a fixed minimum for each position (per HR).  
 \*\*\*The budget should accommodate the base salary associated with this position plus additional funds for above base salary recommendations.  
 \*\*\*\*Funds not needed for salary allocation will be returned to the unit as a nonsalary adjustment (on the funding document) unless the line is associated with funding from the Office of the Provost.

| FOR INTERNAL USE ONLY:  | PROCESS INSTRUCTIONS/NOTES: |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
|---|-----------------------------|------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--|----------------------|-------------|----------------------|----------------------|------------------------|
| <table style="width:100%;"> <tr> <th style="width:20%;">College Review</th> <th style="width:20%;">Date</th> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>_____</td> </tr> </table> | College Review              | Date | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <table style="width:100%;"> <tr> <td>Academic Year: _____</td> </tr> <tr> <td>Ref#: _____</td> </tr> <tr> <td>Date Received: _____</td> </tr> <tr> <td>Date Returned: _____</td> </tr> <tr> <td>Position Number: _____</td> </tr> </table> | Academic Year: _____ | Ref#: _____ | Date Received: _____ | Date Returned: _____ | Position Number: _____ |
| College Review  | Date                        |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| <input type="checkbox"/>  | _____                       |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| Academic Year: _____  |                             |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| Ref#: _____   |                             |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| Date Received: _____  |                             |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| Date Returned: _____  |                             |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |
| Position Number: _____  |                             |      |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |  |                      |             |                      |                      |                        |

Revised: 8/20/2015  
 Developed by: Seresa Cruz  
 Madeline Verba