

## STANDARD ADMINISTRATIVE PROCEDURE

### 31.01.01.M7.02 Creating and Reclassifying Non-Faculty Positions

*Approved May 1, 1997*

*Revised July 29, 2003*

*Revised July 14, 2010*

*Revised September 12, 2013*

*Revised January 12, 2021*

*Next scheduled review: January 12, 2026*

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#### Standard Administrative Procedure Statement

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This procedure is set forth to provide guidance on the proper process for the appropriate review of all new, reclassified or budgeted and temporary/casual positions by the appropriate Human Resources unit. This procedure does not apply to faculty positions or student positions (including graduate assistants).

The responsible Human Resources unit is based on the type of position: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff positions. The Division of Research is responsible for non-faculty research positions (including TAMUG). Texas A&M University at Galveston (TAMUG) Human Resources is responsible for TAMUG staff positions.

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#### Official Procedure

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#### 1. SYSTEM-WIDE PAY PLAN (SWPP) AND EXCLUDED POSITIONS:

##### 1.1 Creating New Positions:

Requests for creation of new positions may require prior budget approval through administrative channels before being initiated in Workday.

1.1.1 Texas A&M and Division of Research positions: Requests for new positions will be initiated by submitting a [Create Position business process](#) request in Workday. The appropriate Human Resources unit will conduct a job study and will approve the request in Workday. The Vice President for Research

serves as the approver for non-faculty research positions. The Create Position will route through appropriate channels to the Executive Approver. Once the position is successfully completed, a position ID and title is created.

1.1.1.1 Documentation for the Create Position business process in Workday will include the Position Description Template.

1.1.1.1.1 Texas A&M: [Workday Position Description Template](#)

1.1.1.1.2 Division of Research: [Workday Position Description Template for Research positions](#)

1.1.2 System Wide Pay Plan positions: The appropriate Human Resources unit approves the full lower band range of the position's pay grade. The Vice President for Research approves the full lower, middle and upper band ranges of applicable research titles.

1.1.3 Excluded positions: The appropriate Human Resources unit approves a salary range based on relevant external market data, comparable internal positions, or other factors relevant to the newly created position. The Vice President for Research serves as the approver for non-faculty research positions.

## 1.2 Reclassifying Positions:

Requests for reclassifications of positions may require prior budget approval through administrative channels before being initiated in Workday. Current employees being proposed for reclassification must possess the minimum qualifications for the position as described in the position description. Employees are eligible for reclassification after employment in their present position for three (3) months. Exceptions to the three (3) month limitation may be authorized by the Vice President for HROE or designee for Texas A&M and the Division of Research. For TAMUG, exceptions may be approved by the COO of TAMUG.

1.2.1 For Texas A&M and Division of Research positions: Requests for reclassification of an existing position will be initiated by submitting an [Edit Position Restrictions business process](#) request in Workday. The appropriate Human Resources unit will conduct a job study to determine the appropriate title and salary for the position and will approve the request in Workday. The Vice President for Research serves as the approver for non-faculty research positions. The Edit Position Restrictions business process will not route to the Department Head for approval. A [Change Job business process](#) request is needed if the position is filled to change the employee's job profile/title and salary approved by the appropriate Human Resources unit

on the Edit Position Restrictions request. The Change Job business process request will route through appropriate channels to the Executive Approver.

1.2.1.1 Division of Research: For research titles, a request memorandum must be forwarded through appropriate channels, including deans or directors, to the Vice President for Research.

1.2.1.2 Documentation for the Edit Position Restriction business process in Workday will include the Workday Position Description Template.

1.2.1.2.1 Texas A&M: [Workday Position Description Template](#)

1.2.1.2.2 Division of Research: [Workday Position Description Template for Research positions](#) and attach a resume or curriculum vitae.

1.2.2 For salary guidance for filled positions, refer to section 6 of [University Rule 31.01.01.M7, Employee Compensation Administration](#).

1.2.3 System Wide Pay Plan vacant positions: The appropriate Human Resources unit approves the full lower band range of the position's pay grade. The Vice President for Research approves the full lower, middle and upper band ranges of applicable research titles.

1.2.4 Excluded vacant positions: The appropriate Human Resources unit approves a salary range based on the vacant position's current budgeted rate, relevant external market data, comparable internal positions, or other factors relevant to the position. The Vice President for Research serves as the approver for non-faculty research positions

1.3 TAMUG positions: Request for Creating and Reclassifying Non-Faculty Positions, must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research.

## 2. TEMPORARY/CASUAL POSITIONS:

Employees in a temporary/casual position can work 50% or more FTE for 4.5 months max within the same fiscal year per [System Regulation 33.99.05, Part-Time Employment](#). For additional guidance see [Standard Administrative Procedure 33.99.01.M0.01 Recruiting and Selection of Non-Faculty Positions](#).

### 2.1 Creating New Positions:

- 2.1.1 For Texas A&M and Division of Research positions: Requests for new positions will be initiated by submitting a [Create Position business process](#) request in Workday. The appropriate Human Resources unit will conduct a minimal review and will approve the request in Workday. The Vice President for Research serves as the approver for non-faculty research positions. The Create Position will route through appropriate channels to the Executive Approver. Once the position is successfully completed, a position ID and title is created.
- 2.1.2 Pay rates for temporary/casual positions should be appropriate for the SWPP title and pay grade (if applicable) being used and may be subject to review by the appropriate Human Resources unit.
- 2.2 Reclassifying Positions:
  - 2.2.1 For Texas A&M and Division of Research positions: Requests for reclassification of an existing temporary/casual position will be initiated by submitting an [Edit Position Restrictions business process](#) request in Workday. The appropriate Human Resources unit will conduct a minimal review to determine the appropriate title and salary for the position and will approve the request in Workday. The Vice President for Research serves as the approver for non-faculty research positions. The Edit Position Restrictions request will not route to the Department Head for approval. A [Change Job business process](#) request is needed if the position is filled to change the employee's job profile/title and salary approved by the appropriate Human Resources unit on the Edit Position Restrictions request. The Change Job request will route through appropriate channels to the Executive Approver.
    - 2.2.1.1 Division of Research: For research titles, a request memorandum must be forwarded through appropriate channels, including deans or directors, to the Vice President for Research
- 2.3 Pay rates for temporary/casual positions should be appropriate for the SWPP title and pay grade (if applicable) being used and may be subject to review by the appropriate Human Resources unit.
- 2.4 TAMUG positions: Request for Creating and Reclassifying Non-Faculty Positions, must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG Research positions must also be approved by the Vice President for Research.

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## Related Statutes, Policies, Regulations, and Rules

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[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[System Regulation 33.99.05, Part-Time Employment](#)

[University Rule 31.01.01.M7, Employee Compensation Administration](#)

[Standard Administrative Procedure 33.99.01.M0.01, Recruiting and Selection of Non-Faculty Positions](#)

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## Contact Office

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For information on clarification on this SAP contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at (979) 845-4170 or by email at [hrcomp@tamug.edu](mailto:hrcomp@tamug.edu).

For information on research titles, please refer to the [Research Titles and Staffing webpage](#) or contact the Division of Research at (979) 458-4956 or by email at [ResearchStaffing@tamug.edu](mailto:ResearchStaffing@tamug.edu).

For information regarding Health Science Center positions contact: [Human Resources](#) by email at [hschr@tamug.edu](mailto:hschr@tamug.edu).

For information regarding Texas A&M at Galveston positions contact: [Human Resources](#) at (409) 740-4532 or by email at [hr@tamug.edu](mailto:hr@tamug.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources and Organizational Effectiveness](#)