



Staff and Postdoctoral Fellow Position Request (New or Replacement Positions)

This form is used to request approval to establish a new staff or postdoc position or to fill a position that has been vacated. Please direct inquiries to comdeansoffice@health.fau.edu.

Instructions: Upon the completion of this form, obtain all necessary signatures and submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit the completed form with required attachments to the Executive Director of Employee Operations & Administration for review of job description. Following review of job description, submit all documents to the Senior Executive Director of Administrative Operations, copying comdeansoffice@health.fau.edu. Lastly, forward to Dean for final approval.

Required Attachments: Attach the proposed job description (AMP and SP) or posting (Postdoc and OPS) with the proposed minimum qualifications in Word (*see COM Career Ladder for minimum qualifications by classification*). If a replacement position, provide the current job description with updates in track changes. Postdocs and OPS positions not requiring a search are exempt from this step.

Date:

Department:

Department Contact:

Supervisor:

1. What is the purpose of this request? Check off one box.

Establish and fill a new position

Fill a position that has been vacated with modifications

Position Number:

Fill a position that has been vacated without modifications

Position Number:

2. What is the job family? Check off one box. Please refer to page 8 for definitions.

Administrative/Professional/Managerial (AMP) – includes fringe benefits

Support Personnel (SP) – includes fringe benefits

Postdoctoral Fellow (Postdoc) – includes fringe benefits

OPS position - no fringe benefits, but may qualify for health benefits based on FTE (.75 or greater)

3. What is the proposed FAU job profile?

For AMP and SP, please refer to the class code specifications: <http://www.fau.edu/hr/classandcomp/index.php>
For temporary positions, please refer to the Workday Job Aid: OPS Job and Compensation Clarification List (accessible via the Job Aids Worklet on the Workday home page)

4. **AMP Positions Only: What is the proposed COM professional track? Check off one box.**

Academic/Administrative/Operational Services - Responsible for the direction, management, coordination or paraprofessional coordination of academic or administrative/operational programs or activities. May organize and administer training programs.

Clinical Programs (patient care)

Information Technology

Research

Residency Programs

5. **What is the proposed business (working) title?**

Important: For AMP positions, please refer to the COM Business Titles in the [COM Staff Career Ladder Study](#) (i.e., Sr. Coordinator, Program Manager, Paraprofessional, Sr. Paraprofessional, etc.). For a search, this title will display to applicants.

6. **What is the proposed salary, or salary range and FTE?** For AMP, Postdoc and Exempt OPS, please enter an annual salary or salary range. For SP and non-exempt OPS, please enter an hourly rate or range. If posted, this range will be displayed to applicants.

Proposed salary or salary range amount: _____ @ _____ FTE

If less than 1.0 FTE, annualized full-time salary: _____

Benchmark used for proposed salary or salary range (Postdoc Positions Only): _____

7. **What is the anticipated start date of the position/latest date the position is needed?** Important: for Postdoc and OPS positions where a candidate has been identified, this form must be fully signed/completed at least 4 weeks in advance of the proposed appointment start date:

8. **If this a grant-funded, time-limited, postdoc, or temporary/OPS appointment, provide the appointment end date. Appointments should end on June 30th unless funding expires before that date:**

9. **Is the requested position already budgeted? Check off one box.**

Yes No

10. **What is the funding source and SmartTag for this position? If multiple TAG#s, please include percentages:**

COM Finance Comments:

SmartTag(s)#:

Funding Source (E&G, Auxiliary, or Grant Funds):

Percentage of Allocation per each SmartTag#:

11. Will moving costs be reimbursed for this position? Check off one box.

Yes - Amount to be reimbursed and SmartTag for moving cost:

No

12. Will this position require a cell phone? Check off one box.

No Yes - Provide justification for Dean approval

**13. Identify this position's primary place of employment (Boca Campus, Primary Practice, Research Space, etc.).
Please include proposed Building and Room Number:**

14. If the supervisor does not have a supervisory org in Workday, one will need to be created. Please provide the following:

Proposed Name of the Org:

SmartTag Number (cannot be a grant):

15. What are the work days and work hours (FAU standard 8-5, M-F)?

16. Is this position eligible for flex scheduling? Check off one box.

Yes No

17. Is this position exempt from the recruitment search process? Check off one box. Note: A search is required for all staff positions with benefits unless the search is waived in accordance with the FAU Personnel Policy. A search is not required for OPS/Temporary or Postdoctoral Fellow positions.

Yes No

18. If a search is not required or requested and a candidate is identified, are there any immigration issues that need to be addressed? Check off one box.

No Yes – Provide specific details (J1 or H1-B Visa) :

19. Is this position designated as Essential Personnel?

Yes No

20. **What is the SmartTag for the background check?**

21. **Minors: Is the applicant under the age of 18?** No Yes – Must obtain parental consent

22. **Credit Check Screening: Does this position carry any fiduciary responsibilities? (ex: cash handling, P-card holders, access to checks, responsible for approving, dispensing, or the administrative oversight of university funds)**

No Yes – Requires a credit history check

23. **MVR Screening: Will the employee be driving a University vehicle (this includes a golf cart)?**

No Yes – Requires a motor vehicle record check

24. **Level II Screening: Will the employee be in contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)?**

Yes – Requires a Level 2 background screening, including fingerprinting, in accordance with Florida Statutes.

No

25. **Will this individual occupy a position in a sensitive location?**

No Yes

26. **Social Security Numbers: Does the applicant have a social security number?**

Yes No – requires an International background check

27. **Healthcare Sanctions Check: If a licensed healthcare provider, an HCS Check is mandated regardless if the license will be utilized for the position, particularly if their duties involve interactions with vulnerable populations (see # 24 Level II Screening). This screening is essential to ensure compliance and safety within the scope of their role.**

Yes – requires an HCS Check

No

Please complete this section only if a search is required or requested – [AMP Search Committee Guidelines](#)

28. **Required for positions at the Assistant Director level and above.** If applicable, what is the proposed composition of the search committee? The search committee must include a minimum of three to a recommended maximum of five members, diverse in race and gender.

Committee Chair:

Committee Members:

29. **What is the length of time the position will be posted? We recommend posting for 1 week and reposting as needed.**

Post 1 week

Post 2 weeks

30. Is outside advertising requested?

Note: Once position is posted, reach out to Katherine Williams at Graystone Group Advertising at kwilliams@graystoneadv.com for assistance with outside advertising requests and ad costs, providing a list of external ad sources to Graystone, and copying comdeansoffice@health.fau.edu.

Yes - Provide a list of requested external advertising sources, approved maximum budget, and the unit's **SmartTag** for ad costs:

No

Supervisor

Date

College Finance Rep

Date

Verification of funds to include moving expenses, advertising expenses, and appointment end date (if grant-funded or time-limited)

Comments:

Executive Director, Employee Ops & Administration

Date

Brain Institute Adm. Director (if applicable)

Date

Verification of funds to include moving expenses and appointment end date (if grant-funded or time-limited)

Comments:

Pillar Director (if applicable)

Date

Unit ELT Representative (Senior Associate Dean for Research for all research and lab positions)

Date

Comments:

VPR for Research (if pillar hire with financial commitment from the DOR)

Date

After COM Finance has verified funds and signatures are obtained up through the ELT Representative, please email an electronic copy of this request with signatures and required attachments to the Senior Executive Director of Administrative Operations, copying the Office of the Dean (comdeansoffice@health.fau.edu), and any pertinent leadership. The Senior Executive Director of Administrative Operations will liaise with the Dean for final approval.

Dean

Date

Additional Form Resources

Administrative, Managerial and Professional (AMP) positions: professional level, exempt status, benefit-earning positions which are paid a bi-weekly salary.

Support Personnel (SP) positions: non-exempt status, benefit-earning, general support positions such as clerical, technical, skilled and unskilled trades. These positions are paid an hourly rate, which is then paid on a bi-weekly basis.

Postdoctoral Positions: professional level exempt status, benefit-earning, time-limited positions which are paid a bi-weekly salary. Exempt from FAU's traditional recruitment process due to their time-limited nature and special expertise requirement. Appointees participate in a regimen of advanced research and train under the supervision and direction of a faculty member who will provide the opportunity for collaborative and independent research as well as promote publication of findings and preparation of research grants. Minimum qualifications are a Doctoral degree from an accredited institution. Postdoctoral Fellow [Hiring Policies and Procedures](#) are established and maintained by FAU's Postdoc Affairs Office.

Temporary/OPS positions: are not established positions and dependent upon duties may be exempt (salaried) or non-exempt (hourly). Temporary/OPS positions are usually not eligible for benefits and retirement; however, they may be eligible for health insurance coverage depending on the average hours worked per week.

Exempt or non-exempt status for all positions is determined by the Fair Labor Standards Act (FLSA). Please visit [Classification and Compensation FLSA](#)

Fringe Benefits (Benefit Earning): Position with annual leave, sick leave, retirement, etc.