

Position Approval Request (PAR)
Academic Enterprise
(April 2023 update)

The PAR process provides the basis for thoughtful FTE growth. The guidelines below should serve as a template for the items CBOs should review before signing and submitting PARs.

It is important to always include information on whether new positions are budgeted or not, and if not, then an explanation of the need and financial impact. This does not apply to sponsored research positions – those just need to be part of the approved project spending plan. Administrative positions that are federally funded, also need another review by Finance to ensure compliance with effort and allocability guidelines.

1. Top section of form:

- a. All requests must contain the correct position number and FTE. This does not apply to TempForce requests (see 2-e).
- b. Circle the type of position: Clinical, Research, or Educational

2. Section 1: Position Request Type:

- a. Select type of request and complete the associated fields.
- b. Do not use acronyms for the position title. For example, use “Res Analyst III” - not “RAIII”.
- c. Reclassification Requests:
 - i. If the reclassification is for a vacant position, indicate the date the position was vacated if within the past 12 months. Otherwise indicate that the position has been vacant for over 12 months.
- d. Backfill Requests:
 - i. If you plan to refill a position, you can submit the PAR as soon as the current occupant gives written notice.
 - ii. If you will refill it at a different level, you cannot reclassify it while the incumbent is still employed in the role. In these instances, discuss the situation with your HR Business Partner who can advise on setting up a new position and then de-activating the incumbent’s position once they leave.
- e. TempForce requests:
 - i. The job title should be reflected as “TempForce - _____”. The blank should contain the regular VUMC job title of the role. For example: “TempForce – Res Asst III” or “TempForce – Lead Administrative Assistant”.
 - ii. No position number should be indicated for TempForce requests.
 - iii. FTE and duration of need must be indicated for TempForce requests.

3. Section 2: HR Business Partner Support

- a. New, Reclassification, TempForce, or Term positions require approval by your HR Business Partner.
- b. Document the HR Business Partner’s name and date of approval.
- c. Answer n/a for all backfill positions in section 2.

4. Section 3: Funding Proposal:

a. Enter the funding time period.

- i. If funding is available for one year or less, a Term position should be utilized. This minimizes RIF (Reduction in Force) actions and makes it clear to the job candidates what the funding period will be. Discuss this with your HR Business Partner.

b. Complete the funding chart:

- i. Enter the % of each source of funding. The total should equal 100%
- ii. Provide the center numbers/ worktags (and description/title of those funds) that will fund this position.
- iii. For external support, circle all categories that apply.
- iv. If a grant will fund the position, but you do not yet have a worktag, then provide the name of the grant & agency number and state that you are awaiting the worktag.
- v. If core facility funds are used, Office of Research leadership must also sign the PAR. Discuss with your core administrator. For positions partially funded by the core and another funding source, a justification should be included in the comments demonstrating how the core funded responsibilities, skillset and activities are distinct and different from the sponsored project funded work.
- vi. For APS support (whether departmental or institutional support), indicate the name of the faculty member or program to which the APS funds are designated.
 1. For new faculty recruits, attach the offer letter and funding grid to the AE Position Management team when submitting the PAR.

c. Funding from other operating units

- i. This section must be completed ("yes", "no" or "not applicable").
- ii. Do not attach documentation of approval from another Academic or Medical Center Administration operating unit to the PAR: the department should have this on file. The CBO's signature confirms that the documentation is on file in their department.
- iii. If the funding support is from one of the VUMC hospitals or clinics, then in the Comments section you must indicate the name of the executive clinical leader who has approved this support and the date of their approval.

d. Budget Review

- i. Each request must indicate whether the specific FTE is in the current FY budget. This question is asking the CBO to indicate if the FTE was budgeted. This is different from if funds are available in the overall budget to fund the position.
- ii. A "n/a" response is appropriate for positions funded by grants, contracts, or other external sources.
- iii. If the FTE of the position is not budgeted (or if it is budgeted as contract labor), then an explanation should be entered into box 3-B.
 1. If a new position is institutionally funded, but not in the department's approved budget, then explain how this new cost will be managed within the budget in this and future years, while still meeting budget/margin targets.
 2. It will be important to provide data that supports the need to add the FTE. For example, if the need is tied to growth, state some comparable points over a range of time.
 3. It will be important to include a statement addressing why this growth wasn't addressed in the department's budget planning.

5. Section 4: Comments/ Justification

- a. Provide a clear and concise executive summary of the position's role.
- b. Do not use acronyms that are specific to your department, grant title, etc., without first spelling them out for clarity.
- c. If the position is administrative in category and supported by federal funds, please discuss with the Grants team in Finance before processing the PAR.
 - i. If they agree that it is appropriate to charge the indicated effort to the federal cost center, then indicate the name of the Finance person who determined this, and the date of their approval.
- d. Be careful not to include information about a specific individual's situation.
 - i. For example, rather than say "This position will cover duties while Julie Jones is on an extended medical leave due to pregnancy complications", say "This position will cover duties while the Lab Manager is on an approved leave of absence."
 - ii. Be careful not to reference salary increase information for reclassification of an occupied position.

6. Signature Section

- a. The CBO should sign the PAR once they have ascertained that all information necessary is included on the form, that all information is correct, and that they fully support the request.
- b. The CBO's signature also indicates that they have verified that sufficient space and other resources to accommodate the additional staff member are in place.
- c. Only the signature of the Chief Business Officer for the department will be accepted.
 - i. If the CBO will be out of the office for one week or longer, email the PAR submission email account for guidance on how to identify a temporary delegate.

7. PAR Submission Process

- a. Submit the signed Position Approval Request (PAR) in **pdf format** to: aeopositionmanagement@vumc.org.
- b. **EXCEPTION: PARs for non-faculty VMG Professional Staff with Privileges should be submitted directly to michelle.ayotte@vumc.org for Dr. Raiford's review/approval.**
- c. All explanations for the PAR should be contained on the PAR form itself. The Comments section can be expanded. Do not attach classification forms, job posting wording, etc. to the submission email.
- d. Only one PAR should be submitted per email.
- e. Do not lock the pdf if you sign digitally. We must be able to edit the pdf to sign/approve the PAR.

8. Workday System & PAR Expectations

- a. When creating position requisitions in Workday, the hiring manager should document the approved PAR in the Workday comments.
 - i. (i.e., *The position approval request form was approved by the AE Position Management Team on x date.*)
- b. The department should retain a copy of the approved PAR as documentation of the approval.

9. General Requirements

- a. Do not submit a PAR unless you are ready to begin recruitment.
- b. Do not modify the PAR form.
- c. If during recruitment, there is a need to post at a different level, a new PAR is required. The new PAR should include the prior approved PAR, as well as references in the Comments section that the new PAR is to replace the one approved on ____ (date).
- d. **Student Workers:**
 - i. PAR forms should not be submitted for student workers. There is a separate workflow when hiring student workers available from TempForce. Please consult with your HR business partner on appropriate procedures.
- e. **Central Labor Committee (CLC) Review:**
 - i. All positions funded primarily from 305 cost centers or from funds in the hospitals/clinics must go to the CLC for approval.
 - ii. This process is automated between the HR and Workday systems, so you do not need to take any specific actions to ensure it is presented to the CLC before the position is posted.
- f. **Home Department Changes:**
 - i. If a specific position will be transferred to another department, a PAR is no longer required. Instead, departments should follow the VUMC policies on supervisory organization changes requested via Pegasus. Contact the Workday support team for additional instructions.

- 10. Expected Approval Timelines:** Approved PARs will be sent to the CBO, usually within one week of submission (or within a week of the most recent submission in cases where the PAR needed updates from the department). New, unbudgeted positions will likely require a longer review period.