

College Approvals Needed for Faculty

	Action	Type	College Adhoc Approval needed via HRA?	Attachments	Comments
Regular Faculty	Hire	Assistant Rank	Yes	Requires pre-approval of draft offer letter by college/ following approval attach final offer letter and Hire Data Worksheet	
		Senior Rank w/tenure	Yes	Requires pre-approval of draft offer letter by the college and OAA; following OAA approval attach final offer letter and Hire Data Worksheet	
	Terminate	Resignation/ Retirement	No	Letter of resignation or notice of retirement with employee signature	Email copy of resignation or retirement letter to college
	Pay Additional Compensation	Bonus	Yes	Requires pre-approval by college and OAA/attach letter of justification from Dept Chair/Dir; following OAA approval attach approved letter	Typically only processed via AMCP
		Car Allowance	Yes	Requires pre-approval by college/justification statement	
		Commission	Yes	Requires pre-approval by college/supporting documentation	
		Child Care	No*		*For Wooster Employees only
		Living Allowance	Yes	Requires pre-approval by college/ justification statement	
		Misc. Addtl Pay	Yes	Requires pre-approval by college/ justification statement	
		Off Duty Pay	Yes	Requires college approval/no form needed if all applicable approvals, including employee, are obtained through HRA and sufficient business purpose or description of work is included	
		Post Differential	Yes	Requires pre-approval by college/ justification statement	
		Staff Award - Established Program	Yes	Requires pre-approval by college/ documentation of award	
		Staff Award - New Program - Adhoc	Yes	Requires pre-approval by college/ documentation of award	
		Supplemental Comp	Yes	Requires pre-approval by college; no supp comp form needed if all applicable approvals, including employee, are obtained through HRA and sufficient business purpose or description of work is included	
		Taxable Gift	No	Copy of eRequest/CFAES Taxable Benefit Agreement	
		Taxable Golf Outing	No	Copy of eRequest/CFAES Taxable Benefit Agreement	

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	Change Rate of Pay	Equity/Market or Counter Offer	Yes	Requires pre-approval by the college and OAA; Attach form for Counter Offer/Off-Cycle/Greater than10%; following OAA approval attach form with all applicable signatures	
		Conversion to 9/12 or vice versa	Yes	Requires pre-approval by the college; attach request from faculty member	
	Change Funding Source	Normal	No		Action Does not workflow for approval; Dept is responsible for maintaining documentation and delegation of signature authority
		Release Time/Cost Share	Yes	Release Time and Cost Share form	
	Change Number of Hours Worked		Yes	College approval; attach request from faculty member	
	Update Job Duties and Responsibilities		Yes	College approval	
	Change Other Employee Data		No		
	Fill Existing Position		Yes	College Approval/Position Authorization	
Create New Position		Yes	College Approval/Position Authorization		
Faculty - Lecturer	Hire		Yes	Requires pre-approval of the college; refer to Lecturer Hire Workflow via HRA	
	Change FTE and/or Rate of Pay		Yes	College approval; draft offer Letter or spreadsheet	
	Additional Pay		Yes	College approval; no additional documentation needed if all applicable approvals, including employee, are obtained through HRA and sufficient business purpose is included. If effort exceeds 100% FTE process as supp comp.	
Faculty - Rehired Retirees	Hire		Yes	Requires pre-approval by the college and OAA; process starts with HRA to either Create New or Fill Existing with rehire request packet attached; following approval attach rehire form with all applicable signatures, offer letter and Hire Data worksheet	
	Change FTE and/or Rate of Pay		Yes	Requires pre-approval by the college and OAA; Attach Re-employment of Faculty and Staff request; following OAA approval attach rehire form with all applicable signatures	
	Additional Pay		Yes	Requires pre-approval by the college and OAA; Attach Re-employment of Faculty and Staff request; following OAA approval attach rehire form with all applicable signatures	

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Faculty - Adjunct	Hire	Instructor Rank	Yes	Requires approval by the college; process starts with request to either Create New or Fill Existing position; attach draft offer letter and CV; following college approval attach final offer letter and Hire Data Worksheet	Title not commonly used; consult with college
	Hire	Assistant Rank	Yes	Requires approval by the college; process starts with request to either Create New or Fill Existing position; attach draft offer letter and CV; following college approval attach final offer letter and Hire Data Worksheet	
	Hire	Associate Rank	Yes	Requires pre-approval by the college and OAA; process starts with request to either Create New or Fill Existing position; attach request from Dept Chair, draft letter and CV; following OAA approval attach final offer letter, OAA approval and Hire Data Worksheet	
	Hire	Professor Rank	Yes	Requires pre-approval by the college and OAA; process starts with request to either Create New or Fill Existing position; attach request from Dept Chair, draft letter and CV; following OAA approval attach final offer letter, OAA approval and Hire Data Worksheet	
Faculty Emeritus No-Sal	Hire	Any Rank	Yes	Requires pre-approval by the college, OAA and Board of Trustees; process starts with request to either Create New or Fill Existing position; attach request for Emeritus Status, including letter of retirement from faculty member; following approval by the Board attach form with all applicable approvals and Copy of Board of Trustees minutes	
Faculty Courtesy No-Sal	Hire	Any Rank	Yes	Requires pre-approval by the college; letter of request; process starts with request to either Create New or Fill Existing position; following college approval attach offer letter	
All Faculty	Other		No	Supporting documentation	Usage: Corrections, Adjust Service Dates, Leave of Absence, End Seasonal, Change Overtime Chartfield