

Procedures for the Employment of Unclassified Personnel on Externally Funded Grants

The following procedures include instructions for:

- **Creation of new unclassified positions, and employment of individuals to fill those positions;**
- **Creation of emergency temporary positions and employment of individuals to fill those positions; and**
- **Employment of individuals to fill existing or continuing positions vacated by resignation or retirement during the course of a project.**

In order to process the appointment of unclassified personnel on externally funded grants, the Research Office must first have a written notification of award/funding of the grant.

All requests for the creation of new unclassified positions or for the appointment of unclassified personnel to positions must have the approval of the **University of Louisiana System** and do not become official until ratified by the full **UL System Board of Supervisors**. Since the UL System Board of Supervisors meets only periodically, the process of requesting the appointment of unclassified employees should begin immediately upon receipt of official notification of funding.

Once notification of award/funding of the grant is received, the procedures for the employment of unclassified personnel on externally funded grants are as follows:

- 1) The Project Director/Principal Investigator (**PD/PI**) must submit a letter to the President, through the proper chain of command, requesting permission to create the position (see **sample letter**). The President's office will submit this request to the UL System for approval. To expedite the process, the **PD/PI's** may want to review with the Research Office a draft letter to the President, even before official grant notification is received.
- 2) During review through the chain of command, the EEO Officer assigns an EEO Number (this number is required on all correspondence), and provides a check list detailing proper search procedures. **PD/PI's** should review the University's EEO policy statements at:

<http://www.louisiana.edu/InfoTech/Policies/EEO/>
- 3) Once the **PD/PI** receives an approved copy of the request to create the position, the **PD/PI** may then begin a search to fill the position. A vacancy announcement (see **sample announcement**) must be approved through the chain of command and the EEO Officer. To expedite the process, the **PD/PI's** may want to review with the Research Office a draft of the vacancy announcement before final approval of the position. Please remember that, even with approval to create a position, a position may not be filled without approval by the President. A new employee may not begin working in a position until approval has been given for an official appointment date, after the correct procedures have been followed.
- 4) Names and addresses (preferably home addresses) of all applicants must be sent by the **PD/PI** to the EEO Officer on mailing labels as they are received. The labels will be used on envelopes for mailing an EEO Data Form to each applicant. It is urged that additional applicant names/addresses be sent in on a weekly basis while applications are still being accepted.
- 5) After closing the date for applications to be received, a list of **names only** of all applicants must be sent by the **PD/PI** to the EEO Officer for approval of the applicant pool.

- 6) The **PD/PI** receives a ranked listing of the top three candidates from the Search Committee (depending on the level of responsibility of the position, the Search Committee may have as few as one member, the **PD/PI**, or several members representing the department, college, or University as needed).
- 7) The **PD/PI** seeks permission, through the chain of command, to make an employment offer to candidate.
- 8) Once the candidate accepts an employment offer, the **PD/PI** initiates an **Appointment Form for Unclassified Personnel** (see **sample form**) to hire the candidate. This form must have signatures as follows: 1) person recommending employment; 2) EEO Officer; 3) Director of Academic Planning and Faculty Development (if person will be teaching); 4) appropriate Department Head/Director; 5) appropriate Dean; 6) appropriate Vice President; 7) Vice President for Research; and finally, 8) the President.
- 9) The President's office sends Requests for Appointments to the UL System for approval. To facilitate approval, the President's office prepares and sends to the UL System an **Unclassified Position Description, Justification and Certification Form**. If preliminary approval is obtained from UL System Officials, the personnel action request may be placed on the Agenda for the next meeting of the UL System Board of Supervisors for approval. Once UL System Officials have preliminarily approved the appointment, the President's office will send an approved copy of the appointment form to the Vice President for Research, who will notify the appropriate **PD/PI** and others in the chain of command that the appointment has been preliminarily approved, pending review by the UL System Board of Supervisors.

Note: The Board of Supervisors meets only periodically. Appointments may begin on **effective dates of appointment as preliminarily approved by UL System Officials**, pending ratification by the UL System Board of Supervisors.

If subsequently, the Board of Supervisors fails to ratify an appointment, such appointment will be rescinded and the President's office will notify the **PD/PI** through the Vice President for Research and the rest of the chain of command.

Should the relevant employee elect to delay starting work until after official ratification by the Board of Supervisors, it is the responsibility of the **PD/PI** to notify the Vice President for Research of the delay in starting date. The Vice President for Research will notify the President and the Assistant Vice President for Financial Services (and others in the chain of command) by memorandum alerting all involved of the change in employment starting date.

In some cases it is not necessary to fill a long-term position, requiring a complete EEO screening process. In the case of such **emergency temporary appointments** (limited to a maximum of one-year duration, or until the end of the fiscal year, whichever comes first*), the procedures will be as follows:

- 1) The **PD/PI** must submit a letter to the President, through the proper chain of command, requesting permission to create the position (see **sample letter**). The President's office will submit this request to the UL System for approval.
- 2) Once the **PD/PI** receives an approved copy of the request to create the position, the **PD/PI** may then submit a letter to request permission to fill the position.
- 3) Once the **PD/PI** receives permission to fill the position, the **PD/PI** initiates an **Appointment Form for Unclassified Personnel** (see **sample form**) to hire candidate. This form must have signatures as follows: 1) person recommending employment; 2) EEO Officer; 3) Director of Academic Planning and Faculty Development (if person will be teaching); 4) appropriate Department Head/Director; 5) appropriate Dean; 6) appropriate Vice President; 7) Vice President for Research; and finally, 8) the President.
- 4) The President's office sends Requests for Appointments to the UL System for approval. To facilitate approval, the President's office prepares and sends to the UL System an **Unclassified Position**

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In the case of **continuing positions** (positions that already appear in the budget), the procedures will be as follows:

- 1) When filling a continuing position with a new employee, the **PD/PI** must first send written notification to the President's Office via the appropriate chain of command indicating the resignation (or retirement) of the previous employee. This notification should include a letter of resignation from the employee previously appointed to the position.
- 2) The **PD/PI** must then send through the appropriate chain of command a letter to request permission to fill the position. This letter should be similar in format to a letter requesting permission to create a position (see **sample letter**). Substitute the words "fill an existing position" in place of the words "create a new position."
- 3) During review through the chain of command, the EEO Officer assigns an EEO Number (this number is required on all correspondence), and provides a check list detailing proper search procedures. **PD/PI's** should review the University's EEO policy statements at:
<http://www.louisiana.edu/InfoTech/Policies/EEO/affaction.html>
- 4) Once the **PD/PI** receives an approved copy of the request to fill the position, the **PD/PI** may then begin a search to fill the position. A vacancy announcement (see **sample announcement**) must be approved through the chain of command and the EEO Officer. To expedite the process, the **PD/PI's** may want to review with the Research Office a draft of the vacancy announcement before final approval of the position.
- 5) Names and addresses (preferably home addresses) of all applicants must be sent by the **PD/PI** to EEO Officer on mailing labels as they are received. The labels will be used on envelopes for mailing an EEO Data Form to each applicant. It is urged that additional applicant names/addresses be sent in on a weekly basis while applications are still being accepted.
- 6) After the closing date for applications to be received, a list of **names only** of all applicants must be sent by **PD/PI** to the EEO Officer for approval of applicant pool.
- 7) The **PD/PI** receives a ranked listing of the top three candidates from the Search Committee (depending on the level of responsibility of the position, the Search Committee may have as few as one member, the **PD/PI**, or several members representing the department, college, or University as needed).

8) The **PD/PI** seeks permission, through the chain of command, to make an employment offer to candidate.

9) Once the candidate accepts an employment offer, **PD/PI** initiates an **Appointment Form for Unclassified Personnel** (see **sample form**) to hire candidate. This form must have signatures as follows: 1) person recommending employment; 2) EEO Officer; 3) Director of Academic Planning and Faculty Development (if person will be teaching); 4) appropriate Department Head/Director; 5) appropriate Dean; 6) appropriate Vice President; 7) Vice President for Research; and finally, 8) the President.

10) Appointment Forms for Unclassified Personnel submitted for continuing positions must have the same rank/title, salary, and restricted account number as the previous appointment.

11) The President's office sends Requests for Appointments to the UL System for approval. To facilitate approval, the President's office prepares and sends to the UL System an **Unclassified Position Description, Justification and Certification Form**. If preliminary approval is obtained from UL System Officials, the personnel action request may be placed on the Agenda for the next meeting of the UL System Board of Supervisors for approval. Once UL System Officials have preliminarily approved the appointment, the President's office will send an approved copy of the appointment form to the Vice President for Research, who will notify the appropriate **PD/PI** and others in the chain of command that the appointment has been preliminarily approved, pending review by the UL System Board of Supervisors.

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