

## **Steps to Establish or Reclassify an A&P or USPS Position**

1. To establish or to reclassify a vacant position, complete the Request for Reclassification Action Form and the appropriate Position Description (PD). To reclassify a filled position, complete the Request for Reclassification Action Form, PD, and Personnel Action Request (PAR) Form. Incumbent must meet the new minimum qualifications of the class specification.
2. Route documents through the appropriate approval channels. This includes the President/Provost/Vice-President, Dean and/or Department Head, Title III, Sponsored Programs, Budget Office, and the Office of Human Resources.
  - A. Academic Affairs positions funded by contracts and/or grants, the PAR Form must be submitted to Sponsored Programs for funding verification. These documents are scanned into the ImageNow System and routed to the Provost Office Queue for review and approval. Education and General (E&G) or Auxiliary (AUX) funded positions, are submitted directly to the Provost Office Queue for approval. The Provost Office scans the documents into the ImageNow System and forwards to the Budget Office Queue for funding verification. The Budget Office forwards the approved ImageNow documents to the Human Resources Classification and Recruitment Queue for review and processing.
  - B. Divisions that do not have a scanner should forward all approved documents to Human Resources for review. Human Resources will then scan approved documents to the Budget Office Queue for funding verification. Once funds have been verified, the Budget Office will forward approved documents back to the Human Resources Classification and Recruitment Queue for review and processing.

Forms can be accessed on our HR webpage by clicking the below link:

<http://www.famu.edu/index.cfm?hr&Forms>