

## UNIVERSITY OF PITTSBURGH POLICY 07-01-01

**CATEGORY:** PERSONNEL  
**SECTION:** Recruitment  
**SUBJECT:** Tables of Organization  
**EFFECTIVE DATE:** February 1, 1991  
**PAGE(S):** 2

### I. SCOPE

This policy establishes a program for managing the distribution of employee positions across all responsibility centers of the University. It applies to all regular staff, full-time faculty and research associates, and part-time tenure and tenure-stream faculty.

### II. POLICY

No later than March of each year, the Office of Management Information and Policy Analysis will provide the responsibility center heads with two Tables of Organization for their respective areas. The reports will include:

- Total number of positions, the dollar amounts associated with these positions, and the total salary supported totally or partially by University funds
- Total number of positions, the dollar amounts associated with these positions, and the total salary supported entirely by Other funds (other than University funds)

For faculty and research associates, the total contract salary will be displayed rather than the annual salary.

The President of the University will annually review the Tables of Organization for each responsibility center. Once approved by the President, the Tables will represent the approved organization of full-time faculty, part-time tenure and tenure stream faculty, regular staff, and full-time research associate positions, by responsibility center, for the next fiscal year beginning July 1 and the following fiscal year.

#### University Funds Table of Organization

Responsibility centers are not permitted to exceed the number of faculty, research associate, and/or staff positions approved for the fiscal year in their University Funds Tables of Organization. However, changes may be made among job classes for staff positions or among faculty ranks for faculty positions, as long as the funding totals do not exceed the approved University funding totals. Any increase in funding which becomes necessary as a result of a job reclassification, must be approved through established procedures for requesting funding increases, prior to making the reclassification.

#### Other Funds Table of Organization

Responsibility centers are permitted to make modifications to their organizational structure that exceed the number of positions approved in their Other Funds Tables of Organization for faculty, research associates, and/or staff during the fiscal year.

#### Position Funding Transfers from Other Funds to University Funds

Responsibility centers that pay 100 percent of an employee's salary from other funding sources will not be permitted to transfer any percent of that salary to University funds if the transfer causes the unit to exceed its University funding total, without approval by the President for faculty and research associate positions, or by the appropriate administrative officer for staff positions.

#### Replacement Positions

University funded vacancies that occur in the approved Tables of Organization during the

fiscal year as a result of terminations or resignations may be filled without further approval of the President for faculty and research associate positions, or by an administrative officer for staff positions.

Vacancies funded totally by other than University funds that occur in the approved Tables of Organization during the fiscal year as a result of terminations or resignations may also be filled without further approval.

#### New Positions

Requests for establishing new staff, faculty, or research associate positions funded totally or partially by University funds in the Tables of Organization must be approved by the President. See Procedure 07-01-01, Tables of Organization.

For positions funded totally by other funds, only requests for new tenure or tenure stream positions must be approved by the President.

#### Reclassification of Staff Positions

Changes in the staffing requirements within a responsibility center may require revisions to job descriptions which may result in a reclassification of staff positions. Reclassification is permitted in accordance with University Policy 07-03-01, Job Description and Position Classification. Salary funds for reclassification must be available within the responsibility center.

#### Position Monitoring

Monitoring of the Tables of Organization will occur at least three times (March, July, November) throughout the fiscal year by the appropriate responsibility center heads.

### **III. REFERENCES**

[Procedure AO 34, Tables of Organization](#) (formerly 07-01-01)

[Policy AC 53, Recruitment Requests: Faculty and Research Associates](#) (formerly 02-02-15)

[Policy ER 12, Recruitment Requests: Regular Staff Positions](#) (formerly 07-01-02)