UNIVERSITY OF PITTSBURGH PROCEDURE 07-01-01

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Tables of Organization
EFFECTIVE DATE: February 1, 1991

I.   PURPOSE

        To define the steps for monitoring the distribution of
        employee positions among responsibility centers of the
        University and for requesting approval of the Tables of
        Organization for each fiscal year beginning July 1.

II.   SCOPE

        This procedure applies to full-time faculty and research
        associates, part-time tenure and tenure-stream faculty, and
        all regular full-time and regular part-time staff.

III.   DEFINITIONS

        Tables of Organization Listings by funding source (University
        Funds or Other Funds) and job classification, of all
        currently approved positions within each responsibility
        center, including vacancies, and the dollar amounts
        associated with those positions.

        University Funds Table Personnel supported totally or
        partially by unrestricted current funds in ledgers 2 or 3,
        excluding Western Psychiatric Institute and Clinic (WPIC),
        University of Pittsburgh Medical Center (UPMC), and
        reimbursable payroll funds.

        Other Funds Table Personnel supported totally by restricted
        current funds in ledgers 4 or 5, WPIC, UPMC, and reimbursable
        payroll funds.

IV.   ADMINISTRATIVE RESPONSIBILITIES

        The Office of Management Information and Policy Analysis
        (MIPA) is responsible for assigning new position numbers,
        creating the Tables of Organization, and distributing them
        each March, July, and November to the appropriate
        responsibility center heads for monitoring.

        The President of the University is responsible for annually
        reviewing, and approving for the following fiscal year, all
        new and replacement faculty, research associate, and staff
        positions on the Tables of Organization.

        The Senior Administrative Officers are responsible for
        requesting approval of their respective Tables of
        Organization for faculty and research associate positions
        annually in October.

        Administrative Officers are responsible for requesting
        approval of their respective Tables of Organization for
        regular staff positions annually in March.

Responsibility Center Heads are responsible for monitoring the number of positions, verifying the completeness of the data, and reporting any discrepancies on the Tables of Organization to the appropriate Employment Center.

University Employment Centers (The Office of Human Resources, the Office of Faculty Records and the WPIC Personnel Office, and the Regional Campuses Personnel Offices) are responsible for processing the necessary Payroll action forms to identify all new, vacant, transferred, and terminated positions in the University Payroll System.

V.   PROCEDURE

A. Monitoring the Tables of Organization

Management
Information and
Policy Analysis   1. In March, July, and November, create the Tables of Organization and distribute to the appropriate responsibility center heads.

Responsibility
Center Heads   2. Verify the completeness of the data. Process the appropriate Employee Record (ER) forms to correct any incorrect ER data. Report other discrepancies to the appropriate Employment Center.

B. Approving the Tables of Organization for the Fiscal Year and Requests for New Positions

President   1. In March of each year, review the Tables of Organization for each responsibility center. Approve new and replacement regular classified staff positions requested by the administrative officers for the next fiscal year, beginning July 1.

                      2. In November of each year, review the Tables of Organization for each academic responsibility center. Approve new and replacement full-time faculty and research associate, part-time tenure and tenure-stream faculty positions requested by the senior administrative officers, for the next fiscal year beginning July 1. Make preliminary decisions concerning positions for the fiscal year following.

                      3. Review and approve any additional requests for new positions which may occur during the fiscal year, in accordance with Procedure 02-02-15, Recruitment Requests: Faculty and Research Associates, or Procedure 07-01-02, Recruitment Requests: Regular Staff Positions.

	4. Notify the Provost or Senior Vice President for Health Sciences, as appropriate, of all approved new faculty positions and the Office of Human Resources of all approved new classified staff positions.
Provost/Senior Vice President for Health Sciences	5. For all approved new faculty positions, forward the following information to the Office of Management Information and Policy Analysis in accordance with procedure 02-02-15, Recruitment Requests: Faculty and Research Associates.

- Department
- Employment Status
- Rank
- Tenure Status
- Salary Range
- Contract Length
- Percent of University Funds support

Management Information and Policy Analysis/ Human Resources	6. Assign position numbers and generate Position Monitoring Sheets (Exhibits A and B) for each approved new position. Forward the Position Monitoring Sheets to the appropriate departments.
Department	7. Upon receipt of the Position Monitoring Sheet, begin recruitment. Retain Position Monitoring Sheet in the department personnel file for the position.

VI.   EXHIBITS

Exhibit A, Position Monitoring Sheet - Staff.

Exhibit B, Position Monitoring Sheet - Faculty.

VII.   REFERENCES

-    Policy AO 34, Tables of Organization (formerly 07-01-01).

-    Procedure AC 53, Recruitment Requests: Faculty and Research Associates (formerly 02-02-15).

-    Procedure ER 12, Recruitment Requests: Regular StaffPositions (formerly 07-01-02).