



**Office of the Dean**  
College of Liberal Arts and Sciences  
2155 Old Main  
Detroit, Michigan 48202  
(313) 577-2515/ Fax (313) 577-9693

**MEMORANDUM**

TO: CLAS Personnel

FROM: Joe Kieleszewski

SUBJECT: PAR (Position Action Request) procedures

DATE: June 20, 2011

**CREATING POSITIONS:**

**ON GRANTS--**

If a department wishes to create and post a new research type of position (e.g. Research Assistant) on a grant (i.e. accounts that usually begin with a 3X or 4X) they must submit the PAR to our personnel office to post and create it at the same time. If they wish to create a position on a grant that is a non-research type of position (i.e. positions such as an Administrative Assistant position that is part of the P&A bargaining unit), a Hay Questionnaire should first be done and sent directly to me.

**ON NON-GRANTS--**

General Fund (Accounts that begin with 12XXXX)--We rarely create new positions on the general fund but in most cases it would be for the temporary lecturers that the Dean approves or any new positions that we are creating for the departments. Direct these inquiries to me because I may or may not need a par and in addition these are not as straight forward to process due to their complexity.

ICR or Designated Funds ((i.e. those that usually begin with 14XXXX or 2XXXXX)--If they are creating and posting a research type of position (e.g. Post-Doc) they must submit the PAR to our personnel office to post and create it at the same time. If they wish to create a position on a non-grant that is a non-research type of position (i.e. positions such as a Secretary position that is part of the Staff Association bargaining unit), a Hay Questionnaire should first be done and sent directly to me.

**CHANGING POSITION ATTRIBUTES:**

**PERTAINS TO ALL ACCOUNTS (i.e. grants and non-grant accounts)--**

When departments wish to change (i.e. switch attributes from Assistant Professor to Associate Professor, increase/decrease salary, change labor distribution, etc.) on any type of account, a green sheet from our Personnel Office to me with an explanation will suffice.

**POSTING VACANT POSITIONS:**

**ON GRANTS--**

If a department wishes to post a vacant position (i.e. H997766) on a grant (i.e. accounts that usually begin with a 3x or 4x), they must submit a completed PAR with a position number on the PAR to our Personnel Office.

**ON NON-GRANTS--**

General Fund (Account that begin with 12XXXX)--The Dean will inform the Chair if he/she can fill a vacant faculty position during the annual budget meetings. If the Dean approves, the Business Manager will inform the chair via an email as to the position number that was authorized to fill. All other types of vacant positions (e.g. Office Services Clerk) need to be first authorized by the Business Manager. Once authorized, the department should submit a PAR along with the approval memo/email from the Business Manager to post the position and send both of these documents directly to the Business Manager.

ICR or Designated Funds (i.e. those that usually begin with 14XXXX or 2XXXXX)--If the department is posting a vacant position that is on one of these types of accounts, they should submit the PAR directly to our Personnel Office.