

## **Interdepartmental Position Guidelines**

### **1) Interdepartmental Positions (this is a Grouped Position):**

Interdepartmental Positions are created when an employee has more than one appointment and funding from multiple organizational units. The appointments are merged into one paid appointment in a single org unit in SAP. The interdepartmental positions are created to represent a non-paid position in the other org units that are providing funding for the paid position. The Interdepartmental Positions are grouped positions that will be set-up based on the position category needed i.e. Interdepartmental A/P, Interdepartmental Clerical, Interdepartmental Professor, and Interdepartmental Assistant Professor.

Things to consider when determining when to use the Interdepartmental positions:

- In Legacy would there have been two separate positions?
- Is money being transferred between the departments to pay for a portion of this position?

For faculty only, the faculty contract will show the actual FTE for all positions even though the position will not be set-up in SAP as concurrent appointments. Department heads and deans for all appointments approve the contract and contract extensions. The titles associated with these appointments will be included on the contract and will be listed on the paid position in SAP.

Concurrent appointments must be merged into one, if one or more appointments are receiving funding from each area, except in the following three cases:

- The person makes different amounts for each appointment.
- If they are regular appointments with different employee groups and different benefits.
- If they are regular positions with different terms such as AY verses FY.

**Please review the following two definitions to help determine if an Interdepartmental Position is needed.**

### **2) Courtesy Faculty Appointments (this is a Grouped Position):**

- Courtesy appointments are offered to a faculty/staff member who currently has a regular position at the University and it is a faculty position.
- Generally, these positions are offered to faculty, but can be offered to Administrative/Professional Staff with the appropriate education and qualifications. These are forwarded to the Provost for approval.
- There is no financial commitment from the courtesy department
- There is no voting rights or tenure in the courtesy department
- Staff member may serve on departmental committees and contribute to the courtesy department's teaching research and service mission.

### **3) Faculty with other appointment (this is a Grouped Position):**

Tenured faculty who have either a faculty administrative position, i.e. Dean, Associate Dean, or an Administrative/Professional position and are being paid from an organizational unit outside of their tenure home. The appointment recognizes the tenured organizational unit of the faculty member.

**A PA form is needed in all three instances to establish the person in the position.**