

Academic Administrative Positions: Funding Approval & Confirmation

Step 1: The Academic Unit sends a request or proposal directly to the Office of the Dean. The Office of the Dean reviews the rationale.

Step 2: If approved, the Office of the Dean sends an approval email to the Academic Unit, including Budget, Planning and Finance (BPF) and the HR lead for the unit, advising of the approval, parameters of approval (such as maximum pay band level allowable, if applicable), and to request that BPF confirm funding.

Step 3: BPF replies all to the email to confirm funding is available.

- Step 3 is the final step if there are no changes to a vacant existing continuing position being confirmed for posting as is.
- For the creation of a new continuing position or a reclassification of an existing continuing position, the Academic Unit will work with HR and then go to Step 4.

Step 4: The Academic Unit confirms final rating with BPF, and BPF provides final funding confirmation for posting.

	Funding Approval: Office of the Dean	Funding Confirmation: Budget, Planning and Finance
	Contact: Assistant Director, Strategic Initiatives Current Incumbent: Aisha Sharif	Contact: Assistant Director, Academic Financial Operations Current Incumbent: Shelly Sethi and/or Jasmeet Nanda
Existing Continuing Position¹	✓	✓
New Continuing Position²	✓	✓
New Term Position³	✓	✓
Reclassification⁴	✓	✓
Positions Funded by Grants⁵	X	X
Step Acceleration⁶	✓	✓

¹ Funding Approval for an Existing Continuing Position is required from the Office of the Dean **upon a resignation or retirement**; Reassessment of a position on a continuing basis may be required. Backfilling an existing continuing position on a term basis, for example, in the event the incumbent goes on a leave or accepts another term assignment, does not require Office of the Dean approval.

² A position changing from a term appointment to a continuing position will fall under 'New Continuing Position'.

³ An extension of a term position is subject to the approval of the Office of the Dean.

⁴ When a change in job classification is expected, either as a result of an employee or manager initiated request, the Office of the Dean and BPF **should be notified in advance of HR completing analysis**. Reclassifications are subject to approvals from the Office of the Dean if the classification/pay band is different than that of the existing job classification/pay band.

⁵ Department Manager/Academic Unit is responsible for ensuring sufficient funding is available for all compensation costs (benefits, vacation etc.) for positions funded by grants. **All USW grant funded positions require the approval of the UTM VPR Office** to confirm sufficient funding is available to support the compensation cost.

⁶ For consideration of a one-step acceleration for a USW member, the unit should consult with HR to ensure appropriate rationale is in place. The Dean's Office and BPF is not involved with this assessment, but once HR approves the rationale, both the Office of the Dean and BPF should be notified to ensure base budget funding for the following year is in place. Step accelerations that are two-steps or higher, or outside of the yearly anniversary date, will not be considered. **Note: Step accelerations will not be approved until further notice due to Bill 124.**

Note: HR obtains posting approval from the CAO prior to a position being posted.