

STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M7.02 Creating, Reclassifying, and Re-titling Positions

Approved May 1, 1997

Revised July 29, 2003

Revised July 14, 2010

Revised September 12, 2013

Next scheduled review: September 12, 2018

Standard Administrative Procedure Statement

This SAP provides the proper process for the appropriate review of all new, reclassified, or re-titled Texas A&M University budgeted classified and non-classified positions by Human Resources (HR), Classification & Compensation, unless otherwise delegated, or the Vice President for Research for research titles, prior to the position being established or re-titled. This SAP does not apply to faculty or extension positions.

Official procedure

1. GUIDELINES

1.1 Classified Positions

1.1.1 Creating New Positions

Requests for new positions will be initiated by submitting, online, a completed position description and an organization chart through the appropriate administrative channels to the Associate Vice President for Human Resource and Administrative Services or designee, for approval. Classification & Compensation will conduct a job study and issue electronic notification of approval, which gives the authority to establish a new position. The requesting department will attach a copy of the approval to the Employee Payroll Action form (EPA) and submit both to Payroll Services to establish the new position.

1.1.2 Reclassifying Positions

Requests for reclassification of an existing position will be initiated by submitting, online, a completed position description and organization chart through the appropriate administrative channels to the Associate Vice President for Human Resource and Administrative Services or designee,

for approval. Classification & Compensation will conduct a job study to determine the appropriate title and salary for the position. Classification & Compensation will provide an electronic notification of approval to the requesting dean or department head, or designee, which gives the authority to make the classification change. Upon approval, the requesting department will attach the approval to the EPA and submit both to Payroll Services to reclassify the position.

1.2 Non-classified Positions

1.2.1 Staff Titles (Non-research)

A request to create a new or re-title an existing non-classified position will be submitted, online, through the appropriate administrative channels to the Associate Vice President for Human Resource and Administrative Services or designee, for approval. Each request will include a completed position description and organization chart. Classification & Compensation will conduct a job study to determine the appropriate title and salary for the position. Classification & Compensation will provide the requesting dean or department head or designee with an electronic notification of approval, which gives the authority to create or re-title the position in non-academic units. In the academic division the deans or designees will provide final approval for the position changes. Upon approval, the requesting department will attach the approval to the EPA and submit both to Payroll Services to establish or re-title the position.

1.2.2 Research Titles

A request to create a new or to change an existing research position will be submitted through the appropriate administrative channels to the Vice President for Research, or designee, for approval. The submission will be made using a [Research Personnel Action \(RPA\) Form](#), along with applicable attachments. Upon approval, the requesting department will attach page one of the approved RPA to the EPA and submit both to Payroll Services to establish or reclassify the position.

1.3 Wage Positions

1.3.1 Staff Titles (Non-research)

Appointments of wage employees do not require a position description or job study to be completed but should follow applicable posting requirements per [University SAP 33.99.01.M0.01: Hiring of Non-Faculty Positions](#). Wage employment usually involves only the preparation, approval by the department head and processing of the appointment forms.

Wage employment, if for twenty (20) hours or more per week, should not exceed four and one half (4 ½) months.

1.3.2 Research Titles

A [Research Personnel Action \(RPA\) Form](#), along with applicable attachments, must be submitted to request a new or change an existing research wage position. Paperwork must be submitted through the appropriate administrative channels to the Vice President for Research, or designee, for approval. Wage employees who work more than twenty (20) hours per week cannot exceed an employment period of four and one half (4 ½) months. Upon approval, the requesting department will attach page one of the approved RPA to the EPA and submit both to Payroll Services to establish the wage position.

Related Statutes, Policies, Regulations, and Rules

System Policy [31.01: Compensation](#)

System Regulation [31.01.01: Compensation Administration](#)

University Rule [31.01.01.M7: Employee Compensation Administration](#)

University SAP [33.99.01.M0.01: Hiring of Non-Faculty Positions](#)

Forms

[RPA FORM – Research Personnel Action Form](#)

Contact Office

For information on clarification on this SAP contact [Human Resources, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

For information on research titles, please refer to the [Research Titles and Employment webpage](#) or contact the Division of Research at (979) 845-1882 or by email at rpa-form@tamu.edu.

OFFICE OF RESPONSIBILITY [Human Resources](#)