ORED Position Approval Form
Directions

When any Office for Research & Economic Development (ORED) unit determines a replacement, reclassification or new position is required, the following steps must be taken.

1. Unit financial personnel, directors and/or supervisors determine the need or opportunity for a position.
2. Unit point-person (usually financial personnel) will access the ORED Position Approval Form on the research website here: http://ovpred.ua.edu/, under the ABOUT tab.
3. Unit point-person completes the form.
   - REQUESTING UNIT: Such as Alabama Transportation Institute or Office for Sponsored Programs.
   - JUSTIFICATION: Submit a short paragraph describing the need or opportunity for the position.
   - REPLACEMENT, RECLASSIFICATION, NEW: Choose one. Did someone resign or retire, creating a replacement situation? After evaluation or change in required duties, are you attempting to reclassify an existing position? After discovering a need or opportunity, are you requesting a new position?
   - IF REPLACEMENT, WHO ARE YOU REPLACING: Enter the name of the former or soon-to-be former employee.
   - IF RECLASSIFICATION, WHO ARE YOU RECLASSIFYING: With the understanding that HR determines if reclassification is appropriate, enter the name of the employee whose position you wish to reclassify.
   - IF RECLASSIFICATION OR NEW, WHAT PAYGRADE/CLASSIFICATION DO YOU ANTICIPATE: With the understanding that HR assigns classification and paygrade, what paygrade and/or classification do you (in consultation with unit financial personnel, directors and/or supervisors) consider to be appropriate?
   - IF RECLASSIFICATION OR NEW, WHAT TITLE DO YOU SUGGEST: Enter the suggested title of the position.
   - SOURCE OF FUNDS: How will the position be funded? Include the FOAP and position number, if available.
   - WHAT SALARY RANGE DO YOU ANTICIPATE: With the understanding that HR approves salaries, what salary range do you (in consultation with unit financial personnel, directors and/or supervisors) anticipate?
   - ATTACH YOUR DRAFT POSITION DESCRIPTION: Attach the draft position description you (in consultation with unit financial personnel, directors and/or supervisors) have created for consideration.
   - UNIT SUPERVISOR: Such as Allen Parrish or Jennifer Camp; you will enter.
   - ORED DIRECTOR OF FINANCIAL OPERATIONS: Linda Gooden; automatically entered.
   - ORED SENIOR ASSOCIATE VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT & CHIEF OPERATING OFFICER: John Higginbotham; automatically entered.
   - Angie Brown will receive a final copy of the approved form.
4. Once Angie receives the approved form, she will submit for Presidential Staffing Approval.
5. If Presidential Staffing Approval is received, Angie will forward the approval to the unit for entry into the Page Up hiring system. Units will assume HR-directed procedures at this point and include Angie in the approval processes in the Page Up hiring system.