

Process Title: UMOR New Staff Position Request Process
 Process Map Title: New Staff Position Request

Procedure Overview

This narrative defines the process of requesting a new position within UMOR.

Procedure

When a UMOR unit is requesting a new position, they should begin conducting a unit assessment considering the following areas:

- Duration of work - how long do you expect it to last? Is this part of a new initiative?
- Could this work be done on a temporary basis, or by a student worker?
- Could work be shifted in your unit to allow some work to be done by a temporary or student employee?
- How does this position fit into your strategic budget plan?
- Are there funds available in your current budget to sustain this position and benefit costs on an indefinite basis?
- Will this position be funded in part or whole by a grant or other external funding, and if so, please provide the details of the grant:

If determined that a new position is needed, the unit should contact UMOR HR to discuss the process.

UMOR HR can assist with explaining the process including questions about drafting the Position Description Form (Form HR36200) available at <https://hr.umich.edu/working-u-m/management-administration/records-management/human-resources-administrative-forms>. The draft Position Description form, along with any other relevant information from the unit assessment, should be combined into one pdf form and submitted via email to UMOR.HR.Team@umich.edu. The request will be reviewed by UMOR HR staff. Additional information may be requested before the request is reviewed by the UMOR Associate Director of HR, UMOR Leadership, and UHR (if required).

If the request is approved, UMOR HR will notify the unit in writing and discuss the posting process. The unit will provide additional information if needed in order for the posting to be completed in eRecruit. UMOR HR will coordinate the posting process according to established procedures (see UMOR e-Recruit Process Map).

If the position is not approved, the unit will be notified by UMOR HR. Possible alternate solutions for completing with work can be discussed.

References

UM Position Description Form (Form HR36200)

Relevant Definitions

UMOR – U-M Office of Research

UHR – University Human Resources

Responsible for Reviewing and Updating Procedures

UMOR Associate Director of HR

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Page 1 of 1	Review Date: