

THE UNIVERSITY OF TOLEDO
PROCEDURE FOR POSITION JUSTIFICATION APPROVAL (PJA)
EFFECTIVE JANUARY 1, 2007

1. The requesting department will compile a packet of information that includes the following:
 - a.) Position Justification Form, which includes rationale for filling the position or salary adjustments for an employee, both of which should include the requested salary. Template located at <http://humanresources.utoledo.edu/employment>
 - b.) Authorization to Hire (ATH) form for new and/or vacated positions or a Personnel Action (PA) form for employee salary adjustments. Template located at <http://humanresources.utoledo.edu/PersonnelAction>
 - c.) Job description – templates located at <http://humanresources.utoledo.edu/forms>
 - d.) Supplemental information / organization chart / benchmarking etc.
2. The requesting department will forward the packet of information to each successive supervisor until it reaches the divisional vice president, provost, or executive director.
3. The completed packet will be forwarded to The Office of Budget and Planning, mail stop 324, for funding review and approval. If funding is not identified and requesting use of central funds, approval from Sr. Vice President, Finance & Strategy is required before submission for PJA.
4. **Faculty / Academic requests** will be forwarded to Geof Tracy, Interim Senior Director for the Provost Office, mail stop 939, after receiving the Department Chair and Dean's approval. The Provost will review the requests and seek consultation with the appropriate Dean or Executive Director as necessary.
5. **Non-Faculty / Academic requests** will be forwarded to The Office of Human Resources, mail stop 205.
6. The Office of Human Resources will compile all Position Justification Forms for non-faculty related requests for weekly review and approval by the Position Justification Committee, which consists of the President, Vice President of Administration, Head of Human Resources (Main Campus) and Head of Human Resources (Health Sciences Campus).
7. A Human Resource representative will notify the originating department of the Position Justification Committee's decision.
8. For **approved** non-faculty / academic positions, The Office of Human Resources, will fax a copy of the final approved Authorization to Hire form and Position Description to The Office of Institutional Diversity. A Human Resource representative will contact the originating department to coordinate the recruiting process for the approved Non-Faculty positions.

9. If the request is **not approved**, the Position Justification Committee will note in the comments section of the form the reason for denial or additional information requested.
10. Additional approval by the Position Justification Committee is required for the following:
 - a.) Request to recruit externally
 - b.) Final candidate has been identified - form located at <http://humanresources.utoledo.edu/forms>
11. All original Non-Faculty / Academic Position Justification requests will be maintained in The Office of Human Resources.