

0% Administrative Positions with Pay in LAS

0% Administrative Title	Employee Group	Notes	JDX Documentation	HRFE Documentation
Associate Head or Assistant Head	Tenure-Stream Faculty	<p>Required when appointing a new Associate or Assistant Head, <i>not required when reappointing a current tenure stream faculty member to the position.</i></p> <p>It is expected that even when a formal search will not be used to fill the appointment, notice of the appointment availability should ideally be communicated via email or other means of internal written communication to all faculty members who are eligible for consideration for the appointment to allow them the opportunity to express their interest in being considered. This process will be used in the justification for appointment section of the Faculty Apt Change workflow in JDX.</p>	<p>Established title with new incumbent = requires Faculty Appointment Change workflow in JDX (choose <i>Add a job</i>, choose <i>Faculty Appointment Change request</i>)</p> <p>New title / never been used = requires <i>Faculty Appointment Change workflow</i>; <i>Justification needs to explain why this new position is needed in the unit</i></p>	<p>OAE email approval for the appointment change</p> <p>Offer / Acceptance</p>
All other 0% administrative titles (such as Director of Graduate Studies)	Tenure-Stream Faculty	<p>It is expected that even when a formal search will not be used to fill the appointment, notice of the appointment availability should ideally be communicated via email or other means of internal written communication to all faculty members who are eligible for consideration for the appointment to allow them the opportunity to express their interest in being considered.</p>	<p>JDX workflow – not required</p> <p>Established title with new incumbent = no forms required</p> <p>New title / never been used = no forms required</p>	Offer / Acceptance
0% administrative positions, such as Director of Career Services or Study Abroad Coordinator	Specialized Faculty AND Academic Professionals	<p>It is expected that even when a formal search will not be used to fill the appointment, notice of the appointment availability should ideally be communicated via email or other means of internal written communication to all who are eligible for consideration for the appointment to allow them the opportunity to express their interest in being considered.</p> <p>Note in the Job Description the proposed admin increment amount and duration of appointment.</p>	<p>JDX workflow – not required</p> <p>Established title with new incumbent = updated (approved within last 3 years) job description (submit via email- lascollegehiring@illinois.edu)</p> <p>New title / never been used = requires job description (submit via email- lascollegehiring@illinois.edu)</p>	Offer / Acceptance

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	Custom Civil Service	<p>It is expected that even when a formal search will not be used to fill the appointment, notice of the appointment availability should ideally be communicated via email or other means of internal written communication to all who are eligible for consideration for the appointment to allow them the opportunity to express their interest in being considered.</p> <p>Note in the Job Description the proposed admin increment amount and duration of appointment.</p>	<p>HRF – not required</p> <p>Established title with new incumbent = <i>JDX Off-cycle Pay Change</i> workflow. Job description information required in workflow</p> <p>New title / never been used = <i>JDX Off-cycle Pay Change</i> workflow. Job description information required in workflow. <i>Justification needs to explain why this new position is needed in the unit</i></p>	<p>Offer / Acceptance</p> <p>Approved Off-cycle Pay Request</p>
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- 0% stipend appointments should only be given to 100% employees; contact LAS HR to discuss any exceptions.
- Duties for any 0% stipend position must be clearly defined to ensure that all parties are aware of expectations.
- Offer letters will include the following: title, start and end dates of appointment, amount of stipend, service basis of appointment (9 or 12 month). A template is available in the LAS Search Committee & Processing Documents BOX folder
- Duration of appointments should be set for 0% administrative positions.
- Service basis of the 0% stipend appointment should be set for the time to be spent working (9 or 12 months)