

New Position Change Forms (NPCF)
Revised 7/09/24

The purpose of this document is to outline the purpose of and process for submitting a new position change form or NPCF

1. Submit a NPCF for the creation and/or conduct of a salary evaluation of all new or revisions for staff positions along with a redlined draft of the job description for compensation and FLSA review.

For all salary regrades, the NPCF must be preapproved by the appropriate leaders initializing the top left of the form before HR may begin its review.

For job description changes only, submit a NPCF however no one should initial at the top left of the form.

Once HR completes the work on the job description, FLSA review and proposed compensation changes, if any, the NPCF and all supporting documents will be returned to the Vice President for review and discussion at the next Cabinet meeting. If the Cabinet approves the position changes, the approvers will sign the NPCF and submit it to Human Resources and Budgets for signature approvals. The final NPCF is retained in Budgets with copies in HR.

If the Cabinet does not approve the NPCF and proposed changes, then the documentation will be returned to HR. HR will notify the requesting manager.

2. Submit a NPCF for all title, job description, salary changes or regrading and creation of new positions.
3. Submit a NPCF to move a budgeted position's position, salary and benefit costs from the budgeted FOAP to a different FOAP.
4. Submit a NPCF for all faculty promotions in rank. For Cornerstone recruiting purposes, HR will continue to validate faculty position, rank, and salary before submitting requisition for approval.
5. When a hiring manager requests "temporary" in the faculty title such as Temporary Assistant Professor of History, then a NPCF should be submitted in support of the title change. Keep in mind that FT (full time temporary positions) are removed from the budget at the end of each fiscal year.
6. When hiring an employee in the current budgeted position on a temporary basis, then a NPCF is **NOT** required.

7. When posting a faculty position at a rank of Assistant Professor and the only qualified applicant is at an Instructor level, then a NPCF is required along with a new Cornerstone non-compete job posting for the selected applicant. This must be completed prior to offer of employment.
8. Submit a NPCF to change position type from single to pooled.
9. A NPCF is no longer required to change faculty rank from a higher rank to a rank of Assistant Professor. Upon termination of the faculty in the Professor or Associate Professor rank, HR will utilize the PAF to reduce the rank to Assistant Professor for the position. A new position number will not be created. The old position number will be retained.