

## Academic Administrative Positions: Funding Approval & Confirmation

**\*\*Ensure BOTH Director of Strategic Initiatives and Assistant Director, Academic Financial Operations are included on all correspondences\*\***

**Funding Approval:** Office of the Dean reviews the rationale and approves the position (term or continuing), following a request/proposal from the Academic Unit.

**Funding Confirmation:** Budget, Planning and Finance confirms that the Academic Unit has funding for the position (in Base or OTO). Funding will only be confirmed once the position is approved by the Office of the Dean and written communication is provided to Budget, Planning and Finance. Funding confirmation requests should be made after the position is rated and prior to posting.

**Funding Approval: Office of the Dean**  
 Contact: Director of Strategic Initiatives  
 Current Incumbent: Ciaran Graham

**Funding Confirmation: Budget, Planning and Finance**  
 Contact: Assistant Director, Academic Financial Operations  
 Current Incumbent: Farzana Reburiano

<b>Existing Continuing Position<sup>1</sup></b>	<b>X</b>	<b>✓</b>
<b>New Continuing Position<sup>2</sup></b>	<b>✓</b>	<b>✓</b>
<b>New Term Position</b>	<b>✓</b>	<b>✓</b>
<b>Reclassification<sup>3</sup></b>	<b>✓</b>	<b>✓</b>
<b>Positions Funded by Grants<sup>4</sup></b>	<b>X</b>	<b>X</b>
<b>Step Acceleration<sup>5</sup></b>	<b>✓</b>	<b>✓</b>

<sup>1</sup> Funding Approval for an Existing Continuing Position is not required from the Office of the Dean.

<sup>2</sup> A position changing from a term appointment to a continuing position will fall under 'New Continuing Position'.

<sup>3</sup> When a change in job classification is expected, either as a result of an employee or manager initiated request, the Office of the Dean and Budget, Planning and Finance should be notified in advance. Reclassifications are subject to approvals from the Office of the Dean if the classification/payband is different than that of the existing job classification/payband.

<sup>4</sup> Department Manager/Academic Unit is responsible for ensuring sufficient funding is available for all compensation costs (benefits, vacation etc.) for positions funded by grants.

<sup>5</sup> For any step acceleration greater than one step, the Office of the Dean and Budget, Planning and Finance should be notified in advance. Any step accelerations greater than one step, are subject to approvals from the Office of the Dean.

**Note:** HR obtains posting approval from CAO prior to position being posted.