

How do I establish a Position?

The requirements to establish a new position depend in part on the type of employee you wish to hire.

Meet with the Copenhaven HR team to establish the cause and reason for a new position.

Administration and Staff

- Position Description: All Administration and Staff positions require an approved position description (PD'S)
- PD's should be routed through June Lake, who will review and provide feedback as necessary.
- Once approved by the College, the PD is submitted to main campus Human Resources
- Human Resources will review the PD and may request to discuss the duties with the supervisor prior to approval. This process can take up to four to six weeks.
- For general classification information, see USF's classification procedures web sites: <http://usfweb2.usf.edu/human-resources/class-comp/index.asp>
- Funding Plan: A funding plan is required to establish any new position. Copenhaven will review the requested salary to ensure that it is consistent with salary ranges within the College and the University, and that the funding is available and allowable on the funding account.

Faculty

- Position Description: All faculty positions require an approved position description. PD's should be routed through June Lake, who will review and provide feedback as necessary.
- For general faculty classifications, see [Common Faculty Classifications](#) (link under construction)
- Funding Plan: A funding plan is required to establish any new position. Copenhaven will review the requested salary to ensure that it is consistent with salary ranges within the College and the University, and that the funding is available and allowable on the funding account.
- Copenhaven Faculty Affairs will review and submit to HSC Faculty Affairs for classification. This process can take up to two weeks.

OPS – including student, Faculty, and all other staff

Hiring authority should submit to COPH HR team the following:

- Job title
- Job description
- Funding Source
- Anticipated Hiring Salary
- Anticipated Start Date