

# UIC HR POLICIES AND PROCEDURES

NUMBER  
404-01

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Establishing Academic Professional Positions	EFFECTIVE 1/14/2008	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To establish the policy for creating and modifying Academic Professional jobs (used interchangeably in this policy with “positions”).

## SOURCES AND BACKGROUND

University of Illinois Statutes  
State Universities Civil Service System Statute and Rules

## APPLICABILITY

Academic Professional positions (newly created or modified)

## POLICY

The University of Illinois at Chicago will establish Academic Professional positions based on exemption criteria detailed in sections 36e(3) and 36e(4) of the statutes and rules of the State Universities Civil Service System (SUCSS). Therefore, these exempted positions are not subject to the statutes and rules of SUCSS.

Determination of whether or not new positions will be approved for exemption or existing positions modified will be based on a review of the essential duties, scope and level of responsibility as well as a consideration for other positions with the same or similar internal value to the organization, as documented in the job description. UIC Human Resources-Compensation is responsible for making the exemption decision.

The Chancellor delegates authority to make such exemption decisions to the Vice Chancellor for Human Resources. Moreover, enforcement and interpretation of this policy is the responsibility of the Vice Chancellor for Human Resources.

## PROCEDURES

Requests to establish or modify Academic Professional positions must be submitted for approval via the established job description template.

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## RESPONSIBILITY

## ACTION

Department Designee

Consults with UIC Human Resources-Compensation regarding the need to create a new or modify an existing Academic Professional position. After such consultation, the Unit Designee creates a job description using the established template which can be found on the UICHR website or by contacting UIC HR Compensation.

UIC Human Resources Compensation

Reviews the job description to ensure that it is complete and meets the requirements for exemption.

If the duties outlined in the job description meet the criteria for exemption, a job evaluation (including, review of title, establishment of FLSA status and market rate) and equity analysis will be conducted. The equity analysis will ensure that the proposed job does not create an imbalance within the unit.

Final approval to create the job will be sent to the unit via email with an electronic copy of the approved job description.

Department Designee

Submits approved job description to Department approver (usually a Dean or Vice Chancellor) for final sign off.

Department Approver

Approves or rejects the job description and begins the search process. If the job description is rejected, the process must start again with UIC HR-Compensation.