

Faculty New Position APO and Review & Consultation Submission and Effective Date Schedule FY 2019 - 2020 *

School Submittal Deadline to APO	System Office Review & Consultation
1-03-2020	1-21-2020
1-17-2020	2-04-2020
1-31-2020	2-18-2020
2-14-2020	3-03-/2020
2-28-2020	3-17-2020
3-13-2020	3-31-2020
3-27-2020	4-14-2020
4-10-2020	4-28-2020
4-24-2020	5-12-2020
5-08-2020	5-26-2020
5-22-2020	6-09-2020
6-05-2020	6-23-2020
6-19-2020	7-7-2020

* These dates are not a guarantee of review or approval, and are subject to change at any time

ALL FACULTY NEW POSITION REQUESTS WITH A FULL FTE BUDGETED SALARY THAT IS EQUAL TO OR EXCEEDS \$70,000, REGARDLESS OF REASON OR DURATION, MUST BE EMAILED TO facultypositions@unc.edu.

All faculty new position requests must be submitted AFTER consultation with your Schools appropriate/specific policy

1. **Any new faculty position with a full FTE budgeted salary that is equal to or exceeds \$70,000 requires Review and Consultation by the System Office.**
 - The [Faculty New Position Request Form](#) should be emailed to facultypositions@unc.edu by noted submittal deadline. The Faculty New Position form must be attached to the PeopleAdmin posting, after receiving approval notification from APO. ***Please do not initiate the PeopleAdmin posting prior to receiving the approval notification***
2. **For all Faculty new position requests based on:**
 - Grant/Award – indicate in the justification the name, type, purpose, and amount of the Grant/Award, and why the need for a new faculty position
 - Increased enrollment – indicate in the justification the increased enrollment amount, including metrics - its percentage or number over a period of time
 - Increased patient volume – indicate in the justification the increased volume amount, including metrics - its percentage or number over a period of time
 - New funding – indicate in the justification the reason for new funding
 - Opening a new Center or creation of new Department – indicate in the justification the reason for the new center/department
 - When applicable, indicate in the justification how the duties have been previously handled