

Policy Announcement #6

Policy Title/Reference Information: **DOE for Administrative Faculty**

New Policy Policy Change

Effective Date of Change: Spring, 2006 for Fiscal Year 2006-07

From: University Provost

To: Colleges, Graduate Centers, and Departments with Faculty Administrators

Policy:

A DOE form shall be completed annually for any full-time employee with a faculty appointment in the regular, special, research, clinical, extension, lecturer or librarian title series. This policy includes staff members with faculty appointments and/or whose primary function is administrative. However, staff with adjunct title series appointments are excluded, i.e., no DOE is required.

Note: An administrator will have the option of designating whether his/her DOE is used or not used to control the payroll cost distribution in HR.

Purpose/Rationale:

- To ensure that all faculty effort is captured and reported in a complete and accurate manner
- To ensure accuracy in identifying administrators with faculty appointments for institutional reporting needs

Note: Policies created or changed as a result of SAP implementation should be sent to Phyllis Nash, IRIS Project Director, for review by the IRIS project team prior to campus distribution.

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