College Level Review Guidelines

Requests around hiring and compensation will be required in certain circumstances as outlined below:

Centers

- Hiring and reclass/comp changes: No pre-approval required – business as usual pre-pandemic. COE HR will ask for any clarifying information if need be.

Academic Departments and Dean’s Office administration

- Hiring/creating new positions: pre-approval required for positions paid from departmental instructional support accounts. Send relevant info to COE HR@austin.utexas.edu. Requests will be reviewed weekly.
- Any reclass/compensation changes to positions: pre-approval not required. Submit HR transactions as usual. COE HR will ask for any clarifying information if need be.
- Pre-approval does not apply to faculty, students, and positions funded by non-departmental instructional support accounts.

Note for all units regarding Salary Adjustment Requests (SARs): no prior approval required – however still must follow the COE guidelines as outlined on the wiki and use the COE SAR request form for processing.

RE: email sent to HR-Finance Task Force July 2, 2021

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