

**Human Resources  
& Payroll Services**

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**DEPARTMENT CHAIR PROCEDURE****Effective July 1, 2012**Background:

NDUS currently has a website that provides the public with the ability to search for employees from the eleven institutions and provide the organizational charts of their department. (<http://peoplesearch.ndus.edu/>) Information for these organizational charts comes from the "Reports To" field in HRMS Job Data. Each time there is a change in organizational structure, those changes must be reflected in HRMS to assure the Organizational Charts are accurate.

Several academic departments rotate chair duties among faculty on a regular basis. Under the current process, each time the chair duties rotate to a different position number, the "Reports To" field would need to be updated for all of the employees in that department. This would require changing the HRMS records of many employees each year. The goal of this procedure is to reduce the number of changes in HRMS, saving the department, Dean's Offices and HR/Payroll paper and time.

New Procedure:

1. When a new Chair is named from existing faculty, the department:
  - a. Submits a Job Data Change form to terminate the new chair from their current faculty position.
  - b. Submits a Job Data Hire form to appoint the new Chair to the Chair Position number for the department. The base salary remains at their current rate as a faculty member.
  - c. Submits an Additional Pay form for the Chair Stipend payment.
  - d. Submits a New Position Request/Change form to change faculty rank if different than previous chair (i.e. Professor/Chair vs. Associate Professor/Chair).
  - e. Optional: Submits a New Position Request/Change form to temporarily inactivate the faculty position of the new Chair. (Will re-activate when chair duties are completed.)
2. Moving outgoing Chair back to faculty position.
  - a. Optional (if inactivated): Submits a New Position Request/Change form to re-activate the Out-going Chairs previous faculty position.
  - b. Submits a Job Data Change form to terminate the Out-going chair from the Chair Position.
  - c. Submits a Job Data Hire form to appoint the Out-going Chair back into their previous faculty position.

Result:

A change in Chairs is accomplished without changing the "Reports To" for all employees in the department and the Organizational Chart remains correct, since the new Chair moves into the Chair Position number and all faculty/employees would still report to that same Position Number.