

## Position Control Scenarios

### Existing Position

Required approvals for changes to existing positions (open or filled) – Department/Budget Head, Budget or Financial Analyst for college/division/department. SPA is a required approver for all changes to grant funded positions. Generally the same PC# will be used, however other attributes on the PC# may change.

Type	Additional Approval	Funding Types	Comments
Existing position changing from faculty to staff or staff to faculty	Dean, Provost Budget Office, RIT Budget Office, Provost (SPA as necessary)	OO, OT, OE, OF, OG	
Taking one headcount and splitting to multiple heads not to exceed original FTE	Dean/Division Head, RIT Budget Office, Provost Budget Office for and positions within Academic Affairs	OO, OT, OE, OF, OG, OU	One new PC# issued for additional heads within the same funding type with the exception of OU positions where the same PC # will be used with multiple versions. (ex. Instructional Faculty)
Existing faculty position repurposed – ex. NTT to TT, TT to NTT, Instructional to Admin, Admin to Instructional	Dean, Provost Budget Office, RIT Budget Office, Provost	OO, OT, OE, OF, OG	
Transfer of position from one college/division to another	Dean/VP	OO, OT, OE, OF, OG	Notification to RIT Budget Office
Change of funding type	Provost Budget Office required for positions within Academic Affairs, Final Approval – RIT Budget Office	OO, OT, OE, OF, OG	
Position repurposed – staff with significant change in job duties – ex. staff assistant to project coordinator	Dean/Division Head	OO, OT, OE, OF, OG	Notification to Budget
Floating position – ex. move Lecturer from dept A to dept B based on need	Dean/Division Head	OO, OT, OE, OF, OG	Notification to Budget
Title change only – staff within career ladder (ex. Public Safety Officer I to II)	Dept/Budget Head	OO, OT, OE, OF, OG	
Title change only – faculty ex. Director of Program (not due to rank change)	Dept/Budget Head	OO, OT, OE, OF, OG	These are very rare
Org change due to re-org	Dept/Budget Head	OO, OT, OE, OF, OG	