

COLUMBUS STATE UNIVERSITY

Policy Name: **Externally Funded Positions Policy**

Policy Owner: Provost and Executive Vice President

Responsible University Office: Office of the Provost

Approval Date: March 31, 2020

Effective Date: March 31, 2020

Revisions: None

Policy Number: TBD

Related Policies:

I. PURPOSE OF POLICY

The purpose of this policy is to establish the University's responsibilities to employees in positions funded through the use of external funds rather than institutionally funded positions.

II. DEFINITIONS

1. Externally Funded Positions (EFP) – positions funded through Grants and Sponsored Accounts (Fund 20000) that are related either to a specific program or project or for a specified period of time. Examples include private gifts, grants, contracts, unspecified funds or similar non-permanent sources, generated program revenues and flexible internal monies.

2. Institutionally Funded Positions (IFP) - positions funded from state of Georgia/University System of Georgia appropriations (Fund 10000), tuition (Fund 10500) fees (Funds 10600, 12000, 13000, 16000), Department Sales and Service (Fund 14000) and certain permanent endowment funds as specified by the Endowment Management Policy of the Columbus State University Foundation.

III. EXTERNALLY FUNDED POSITIONS

Employment of individuals in externally funded positions is conditioned on the availability of funding of at least twelve (12) months from the date of hire or from the date of hire to the expiration of the individual's employment contract.

IV. PROCEDURES TO IMPLEMENT POLICY

1. Process

Requests for externally funded positions will follow the same procedures as institutionally funded positions.

2. Initiating an Action to Recruit for Externally Funded Positions

Step 1: The Hiring Manager will submit the Faculty/Staff Employment Requisition Form to the appropriate Dean/Division/Department Head. The job description, justification, and salary range must be completed/attached before beginning the approval process. In addition, externally funded positions must be noted clearly on the employment requisition along with documentation confirming the source of the funding. Sufficient funding must be in hand/on deposit with the Institution or CSU Foundation to cover the salary range and estimated benefits (30% above the top salary range) for a minimum of 12 months from the hire date or contract renewal date. Hiring managers may opt to include the salary range in the posting.

Step 2: After submission by the Hiring Manager, approval must be given by following offices, each of which has the ability to deny the request and return to the Hiring Manager, along with the reasons for their denial:

- Approval 2: Deans Office or Division/Department Head
- Approval 3: Office of the Provost (if applicable)
- Approval 4: Budget/VP Business & Finance
- Approval 5: Office of the President
- Approval 6: Human Resources Office

3. Hiring Process

Hiring for externally funded positions will follow the hiring procedures as outlined in Human Resources policies. As with the Faculty/Staff Requisition Form, the Personnel Action Request must indicate clearly the source of the funding for the position.

4. Offer Letters/Contracts

Letters, correspondence or contracts conveying the University's intent to hire an individual for an EFP must include clear definition of the position as funded by external money and that the position will be reviewed annually to determine renewal based on funding for the next 12- month period.

5. Annual Review

Hiring Managers/Department Chairs are required to review EFP positions annually and

confirm to the Provost and Executive Vice President for Academic Affairs that sufficient funding is in hand/on deposit with the Institution or CSU Foundation for the next 12 months before renewal of the position. Renewal will be made in writing to the faculty or staff member confirming appointment for the next 12 months. Where funding is not available, positions must be vacated and/or may be eliminated, with a minimum notice period of at least three (3) months before the expiration of their contract for a staff member, and with a minimum notice period as outlined in the [IV.2 “Non Renewal Regulations”](#) of the Columbus State University Faculty Handbook for a faculty member.