

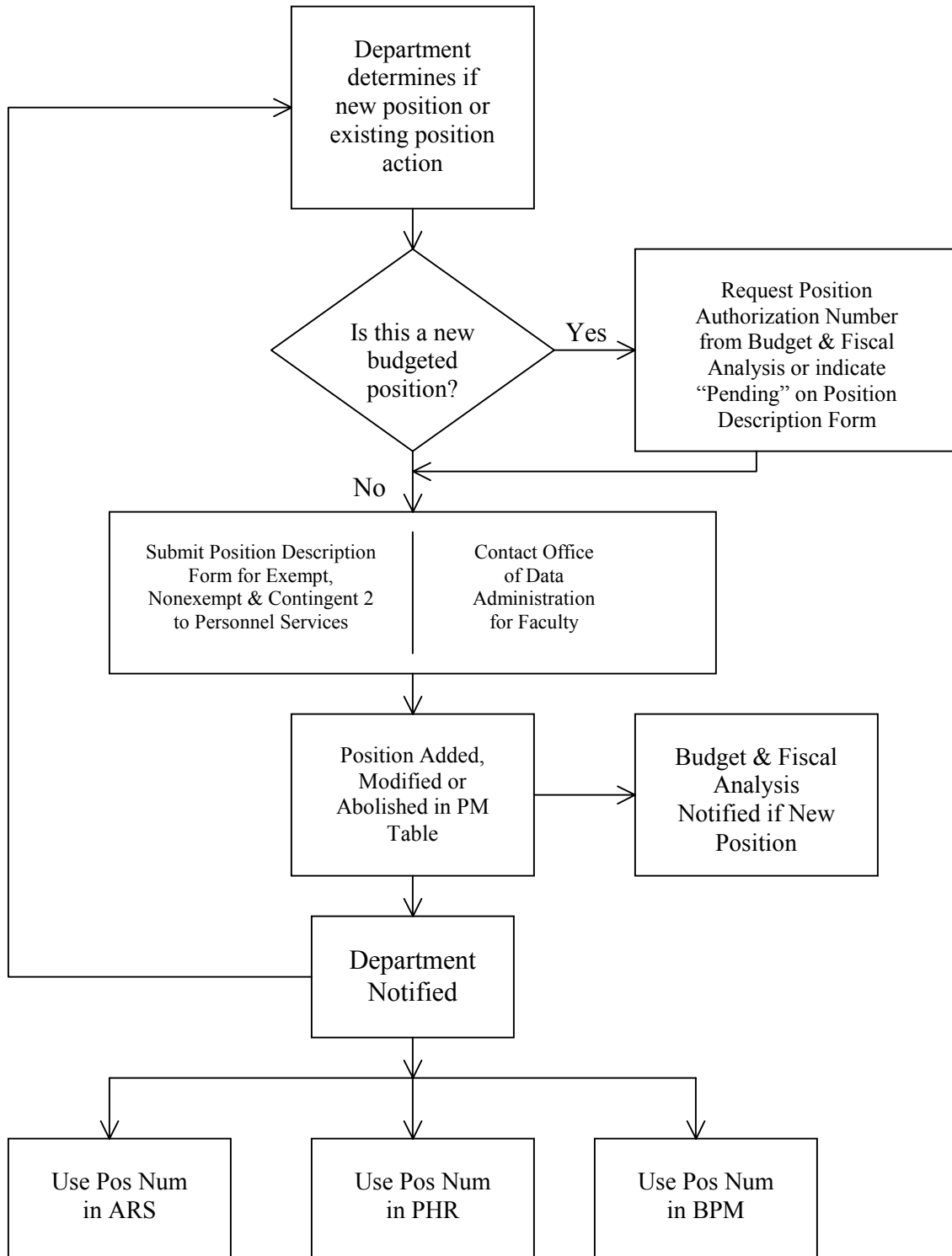
DEPARTMENTAL PROCEDURES FOR ESTABLISHING AND MAINTAINING POSITIONS

The following procedures detail how departments will establish and maintain positions that are held in the Position Management (PM) Table for use with the Budget Preparation & Maintenance (BPM) System, ARS and PHR. The employment category determines the type of position that is established and the office responsible for its set up. “Individual” and “pooled” positions will be set up in the Position Management Table. Listed below are the employment categories used by the University of Maryland and their corresponding position types:

Employment Category Status Code	Employment Category	Position Type
01	Faculty Tenured	Individual
02	Faculty Non-Tenured, on Track	Individual
03	Faculty Non-Tenured, Term Contract	Pooled
04	Graduate Assistant	Pooled
05	Fellow (on visa)	Pooled
14	Student Hourly, UG	Not in PM Table
15	Faculty Non-Tenured, Continuing Contract	Individual
16	Student Hourly, Grad	Not in PM Table
19	Trainee	Pooled
20	Nonexempt, Regular	Individual
22	Nonexempt, Contingent 2	Individual
25	Faculty, Contractual	Individual
31	Nonexempt, Contingent 1	Not in PM Table
33	Exempt, Regular	Individual
34	Exempt Contingent 1	Not in PM Table
35	Exempt Contingent 2	Individual
36	Faculty Hourly	Not in PM Table
37	Faculty, Non-regular, Non-tenured	Pooled

Individual or pooled numbers will not be created for the following employment categories: Undergraduate Student Hourly, Graduate Student Hourly, Nonexempt Contingent 1, Exempt Contingent 1, and Hourly Faculty. Within PHR, employees will be appointed to these positions by selecting the appropriate position title from a drop down box of available titles.

Process Flow for Establishing and Maintaining Positions



REGULAR EXEMPT (33)/NON-EXEMPT (20) POSITIONS

An individual position number is required for all regular exempt/non-exempt positions. In order to establish, reclassify, or abolish a regular Exempt or Non-Exempt position, the department must follow the procedures listed below, including completing a Position Description Form. This form can be found on the Personnel Services Web site at (www.personnel.umd.edu) under Forms. Follow the directions for completing the Position Description Form. The directions are also available on the Personnel Services Web Site under “Hot Topics”. It is important to complete this as accurately as possible since the information present on this form will be used to determine the appropriate title and pay range/band for the position. It is also necessary to obtain all of the requested signatures prior to submitting it to the Classification Unit of Personnel Services.

TO ESTABLISH A NEW REGULAR EXEMPT / NON-EXEMPT POSITION

1. Determine if this is a Budgeted Position or a Non-Budgeted Position.
 - If it is a Budgeted Position, the funding account in the FRS Ledger will begin with 1XXXXX, 280XXX, 281XXX, 3XXXXX, or 445XXX and account number 430196.
 - Non-Budgeted positions are funded by accounts in the FRS Ledger other than the ones listed above.
2. Obtain a Position Authorization Number (if applicable).
 - To establish a new Budgeted Position, you should request the position through the Asking Budget process. The Office of Budget & Fiscal Analysis (BFA) will assign a six-digit Position Authorization Number (PA#) beginning with “99XXXX”. **This PA# should be indicated in the Position Number space in the top section of the Position Description Form. If you have not received a PA number from BFA, please write “pending” in the Position Number space.**
 - A PA# is not applicable for Non-Budgeted positions. However, you must still complete the Position Description Form.
3. Complete the Position Description Form.
 - Be sure that this is in fact a new position. Reclassifying a vacant position is not a “NEW” action. If you are converting a position that has been vacant or used for other purposes, then consider it a reclassification of an existing position and be sure to reference that Position Number.
 - Follow the instructions for completing the Position Description Form provided on the Personnel Services Web Site located at (www.personnel.umd.edu) under “Hot Topics”.

Updated: 05/23/01

- Be sure to complete all sections of the Position Description Form. All signatures must be obtained before submitting the new position request to Classification Unit for evaluation.
4. Submit the completed form to the Classification Unit in Personnel Services, located at 1104 Chesapeake Bldg.
 5. The Classification Unit will review your request and determine the appropriate title and grade for the position.
 6. Personnel Services will set up the position in the Position Management table for your use in ARS (Regular-Exempt) and PHR. The PHR system will automatically assign a new Position Number. **It is important to remember that a person cannot be hired into a newly created position until the position has actually been established in Position Management.**
 7. You will receive a copy of the Position Description Form with the “Service Office Only” section completed. This replaces the Position Allocation Slip that you are accustomed to receiving. This form will tell you the new Position Number, as well as the title and pay range/band for the position.
 8. **Be sure to note the new Position Number and reference this number on all future documents related to the position. This number will not change and will be assigned to this position, regardless of any changes in incumbent or changes to the position.**
 9. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO CREATE AN ACTING APPOINTMENT FOR A REGULAR EMPLOYEE

An Acting Appointment is used when an employee is appointed to a different position on a temporary basis where there is a vacancy that is anticipated to exceed thirty (30) consecutive calendar days. This appointment may result in a temporary title change and salary adjustment. However, the employee serving in an acting capacity shall receive benefits consistent with their regular full-time appointment.

1. If you want to appoint a regular exempt or non-exempt employee to another position in an acting capacity, then you will need to complete an “ACTING CAPACITY AUTHORIZATION FORM”. Be sure to complete the entire form and obtain all of the needed signatures before submitting it to the Personnel Services Department. Be sure to provide the employee’s regular position number as well as the position number of the job that he/she will be acting in. It is also important to note the expiration date of this temporary appointment (i.e. the “Date compensation for Acting Capacity will end” field on the form.)

Updated: 05/23/01

2. Submit the completed form to the Classification Unit in Personnel Services, located at 1104 Chesapeake Bldg.
3. Once the Director of Personnel Services signs the form, the original will be returned to you.
4. You will need to complete two separate PHR appointment transactions.
 - a. Separate the employee from the regular permanent appointment by terminating the permanent appointment.
 - b. Appoint the employee to the Acting position. On this Acting appointment record, you will need to enter an Appt End Date (end date of the Acting term) and also select the appropriate Special Appointment Code of Acting Appointment.
5. At least four weeks prior to the Appt End Date of the acting appointment, the department must decide how to proceed. The employee can be...
 - a. Extended in the Acting Capacity. Another "Acting Capacity Authorization Form" would need to be completed and submitted to Personnel Services. Once approved, you would need to update the PHR Acting Appt record with the new approved Appt End Date.
 - b. Returned to his/her original appointment. You would need to separate the employee from the acting appointment and re-appoint him/her back to their original position in PHR.
6. If you do not take any action prior to the Acting Appt End date, then the acting appointment record will terminate with a reason of Termination of Temporary Appointment. The employee will not automatically return to their permanent position. You would need to re-appoint the employee back to their original position.

TO RECLASSIFY AN ALREADY ESTABLISHED REGULAR POSITION

1. If you want to reclassify an already established position then you will need to submit a new Position Description Form for that position. Be sure to indicate the Position Number and check the box "Change Existing Position".
2. Follow the directions for completing the Position Description Form and be sure to accurately complete the section titled "Indicate Major Changes to Position". If you are unable to delineate the current duties from previous duties then this MAY be an indicator that the position should not be reclassified. Again it is necessary to complete all account information and obtain all appropriate signatures before submitting it to Classification Unit for review.
3. Submit the completed form to the Classification Unit in Personnel Services, located at 1104 Chesapeake Bldg.
4. The Classification Unit will review your request and assign the appropriate title and grade.

Updated: 05/23/01

5. Personnel Services will update the existing position record in the Position Management table for your use in ARS (Regular-Exempt) and PHR. The position will keep the same Position Number originally assigned to that job. Again, be sure to always reference this number on any documents related to the position.
6. You will receive a copy of the Position Description Form with the “Service Office Only” section completed. This replaces the Position Allocation Slip that you are accustomed to receiving. This form will provide you with the appropriate title and pay range/band for the reclassified position.
7. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.
8. If this is a budgeted position, and the budgeted account is changing, process an ELF BA to change accounts OR make the change during the working budget cycle.

TO ABOLISH A REGULAR POSITION

1. If this is a budgeted position, process an ELF BA to reduce the budget to \$0 and notify BFA to reduce the FTE to 0.
2. Notify the Classification Unit that you want to abolish a position. (Note: Be sure that the position is vacant before initiating this action.)
3. Personnel Services will update the existing position record in the Position Management table to set the position to Abolished.
4. For Budgeted Positions, the Classification Unit will notify BFA of this action.

CONTINGENT 2 (22/35) POSITIONS

An individual position number is required for all Contingent 2 positions. Contingent 2 positions are maintained differently from Regular positions in the Position Management Table. With C2s, the Position Number will stay with the PERSON in the position. When a contract is renewed, the employee will still retain the same position number. It is only when the C2 employee transfers to another department or leaves the University, that the Position Number will be abolished. A new Position Number will be created if a new Contingent 2 employee is hired.

TO ESTABLISH A NEW CONTINGENT 2 POSITION

1. If you are hiring a Contingent 2 employee, you must complete a contract specific to that employee. The contract should follow the template for Contingent 2 employees which can be found on the Personnel Services Web Site under Classification (www.personnel.umd.edu/Comp/compensa). In offering leave benefits, it is important to note that you must offer either the minimum leave benefit (5 days of annual leave, 3 days of sick leave, and 8 holidays) or the maximum leave benefit (which is the same as the benefit offered to the corresponding employee category status, i.e. exempt or non-exempt).
2. Submit the completed contract to the Classification Unit in Personnel Services for their review.
3. Personnel Services will set up the position in the Position Management table for your use in PHR. A new Position Number will be automatically assigned by the system.
4. The Classification Unit will return the original contract back to you indicating the new Position Number. **Be sure to note the new Position Number and reference this number on all future related documents regarding this Contingent 2 position.**
5. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO RENEW/RECLASSIFY A CONTINGENT 2 POSITION

1. Within 6-8 weeks prior to the expiration of a C2 contract, you must submit a new contract to the Classifications Unit. The new contract must include any updates to the initial contract agreement.
2. For a Renewal/Reclassification within the same department, the position number will remain the same. You must note the Position Number on the contract, which is already assigned to this person.
3. Submit the completed contract to the Classifications Unit in Personnel Services for their review.

Updated: 05/23/01

4. Personnel Services will update the appropriate information in the Position Management table on the already existing position.
5. The Classification Unit will return the original contract back to you for your records.
6. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO TRANSFER A CONTINGENT 2 POSITION TO ANOTHER DEPARTMENT

1. If a Contingent 2 transfers to a different department, then a new position number must be assigned.
2. The department “losing” the employee will need to notify the Classification Unit to abolish the “old” position.
3. The “receiving” department will need to complete a new contract and follow the procedures for establishing a new Contingent 2 position.
4. Personnel Services will update the Position Management table by abolishing the “old” position and setting up the “new” position.
5. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO ABOLISH A CONTINGENT 2 POSITION

1. The Contingent 2 Position will automatically abolish at the time of the contract expiration date unless there is a renewal contract received by the Classification Departments.
2. It is extremely important for the department to submit all contract renewals in a timely manner, within 6-8 weeks prior to the expiration of the existing contract.
3. **If you find that you cannot meet the renewal deadline, you should notify the Classification Unit directly.**

**TENURED (01), TENURE-TRACK (02), AND NON-TENURED CONTINUING (15)
FACULTY POSITIONS**

An individual position number is required for all tenured, tenure-track and non-tenured continuing faculty positions.

TO ESTABLISH A NEW FACULTY POSITION

1. Determine if this is a Budgeted Position or a Non-Budgeted Position.
 - If it is a Budgeted Position, the funding account in the FRS Ledger will begin with 1XXXXX, 280XXX, 281XXX, 3XXXXX, or 445XXX and account number 430196.
 - Non-Budgeted positions are funded by accounts in the FRS Ledger other than the ones listed above.
2. Obtain a Position Authorization Number (if applicable).
 - To establish a new Budgeted Position, you should request the position through the Asking Budget process. The Office of Budget & Fiscal Analysis (BFA) will assign a six-digit Position Authorization Number (PA#) beginning with “99XXXX”.
 - A PA# is not applicable for Non-Budgeted positions.
3. Send an E-mail message to the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) with the specifics for the position:
 - Position Authorization Number (indicate “pending” if no PA number was received from BFA), Unit, Title, Category Status, and Social Security number for the appointee to be put into that position. If appointee has not been determined, Social Security number will be left blank.
4. The Office of Data Administration will set up the position in the Position Management table for your use in ARS and PHR. This will be confirmed via an e-mail message sent to the requestor, the Office of the Senior Vice President for Academic Affairs & Provost and the Office of Budget & Fiscal Analysis. The e-mail message will indicate the new Position Number that has been created to take the place of the Position Authorization Number (PA#) beginning with “99XXXX” or that it is pending.
5. An ARS appointment must then be created and routed for that position.
6. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

- 7. Be sure to note the new Position Number and reference this number on all future documents related to the position. This number will not change and will be assigned to this position, regardless of any changes in incumbent or changes to the position.**

FACULTY IN AN ACTING POSITION

If you have a Faculty member that will take on an Acting Position

1. Send an email to the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) with the specifics for the position.
 - The Faculty member's current Position Number, the acting title of the position, the effective date of the acting role and the Social Security number for the appointee to be put into that position.
2. The Office of Data Administration will update the position in the Position Management table for your use in ARS and PHR.
3. This will be confirmed via an e-mail message sent to the requestor.
4. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

NOTE: The faculty member will keep their current position number, but the title will be changed to the acting title.

If you have a Faculty member leaving an Acting Position

1. Send an email to the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) with the specifics for the position.
 - The Faculty member's current Position Number, the appropriate title of the position, the effective date of the change back to the appropriate title and the Social Security number for the appointee to be put into that position.
2. The Office of Data Administration will update the position in the Position Management table for your use in ARS and PHR.
3. This will be confirmed via an e-mail message sent to the requestor.
4. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO RECLASSIFY AN ALREADY ESTABLISHED FACULTY POSITION

Change to an Existing Faculty Position

1. If you just need to change Category Status or Title of an existing position (e.g. Assistant Professor to Faculty Research Assistant) send an email to the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) with the specifics for the position.

Updated: 05/23/01

- Position Number, Title, Category Status, and Social Security number for the appointee to be put into that position. If appointee has not been determined, Social Security number will be left blank.
 - Note: The Office of Data Administration is notified by the Office of the Senior Vice President for Academic Affairs and Provost about title and category status changes for tenured and tenure-track faculty that resulted from the annual APT process. No notification from departments is required for making these changes in the Position Management Table.
2. The Office of Data Administration will set up the position in the Position Management table for your use in ARS and PHR.
 3. This will be confirmed via an e-mail message sent to the requestor.
 4. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.
 5. If this is a budgeted position, and the budgeted account is changing, process an ELF BA to change accounts OR make the change during the working budget cycle.

Change from Faculty to Regular Exempt/Non-Exempt

1. If you want to reclassify an already established position, from Faculty to Regular Exempt/Non-Exempt, you will need to submit a new Position Description for that position to Personnel Services. Be sure to indicate the Position Number and check the box “Change Existing Position”. Follow the directions for completing the Position Description Form and be sure to accurately complete the section titled “Indicate Major Changes to Position”. Again it is necessary to complete all account information and obtain all appropriate signatures before submitting it to Personnel for review.
2. Once the job has been reviewed, you will receive a copy of the Position Description Form with the “Service Office Use Only” section completed. The position will keep the same Position Number originally assigned to that job. Again, be sure to always reference this number on any documents related to the position.
3. Submit the completed form to the Classification office in Personnel Services, located at 1104 Chesapeake Bldg.
4. The Classification Unit will review your request and assign the appropriate title and grade.
5. Personnel Services will update the existing position record in the Position Management table for your use in ARS (Regular-Exempt) and PHR. The position will keep the same Position Number originally assigned to that job. Again, be sure to always reference this number on any documents related to the position.

Updated: 05/23/01

6. You will receive a copy of the Position Description Form with the “Service Office Only” section completed. This replaces the Position Allocation Slip that you are accustomed to receiving. This form will provide you with the appropriate title and pay range/band for the reclassified position.
7. Personnel Services will notify the Office of Data Administration regarding this position change action.
8. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.
9. If this is a budgeted position, and the budgeted account is changing, process an ELF BA to change accounts OR make the change during the working budget cycle.

Change from Regular Exempt/Non-Exempt to Faculty

1. Send an email to the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) indicating that the position is changing from regular exempt/non-exempt to a faculty position. Also provide the specifics of the position.
 - Position Number, Title, Category Status, and Social Security number for the appointee to be put into that position. If appointee has not been determined, Social Security number will be left blank.
2. The Office of Data Administration will notify the Classification Unit within Personnel Services regarding the position change action.
3. The Office of Data Administration will update the position in the Position Management table for your use in ARS and PHR.
4. The change will be confirmed via an e-mail message sent to the requestor.
5. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.
6. If this is a budgeted position, and the budgeted account is changing, process an ELF BA to change accounts OR make the change during the working budget cycle.

TO ABOLISH A FACULTY POSITION

1. If this is a budgeted position, process an ELF BA to reduce the budget to \$0 and notify BFA to reduce the FTE to 0.
2. Notify the Office of Data Administration (Andrew Graddy – agraddy@deans.umd.edu) that you want to abolish a position. (Note: Be sure that the position is vacant before initiating this action.)

Updated: 05/23/01

3. The Office of Data Administration will update the existing position record in the Position Management table to set the position to Abolished.
4. For Budgeted Positions, the Office of Data Administration will notify BFA of this action.

FACULTY CONTRACTS (25)

An individual position number is required for all faculty contracts. Faculty contract positions are maintained differently from permanent faculty positions in the Position Management Table. The Position Number will stay with the PERSON in the position. When a contract is renewed, the employee will still retain the same position number. It is only when the employee transfers to another department or leaves the University, that the Position Number will be abolished. A new position number will be created if a new contract faculty employee is hired.

TO ESTABLISH A NEW FACULTY CONTRACT POSITION

1. If you are hiring a Faculty Contract employee, you must complete a contract, specific to that employee. Be sure to include the employee's social security number and the primary FRS account the person will be paid from. Make sure the FRS account number is accurate.
2. Submit the completed contract to the Office of the Senior Vice President for Academic Affairs and Provost for approval.
3. If approved, the Office of the Senior Vice President for Academic Affairs and Provost will notify Data Administration and the necessary position information from the contract will be entered into the Position Management Table. A new Position Number will be automatically assigned by the system.
4. Data Administration will then notify the Office of the Senior Vice President for Academic Affairs and Provost, via e-mail, that the position has been created, and the position number.
5. The SVP for Academic Affairs will return the original contract back to the department noting the new Position Number. **Be sure to note the new Position Number and reference this number on all future related documents regarding this Faculty Contract position.**
6. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO RENEW/AMEND A FACULTY CONTRACT POSITION

1. Within four (4) weeks prior to the expiration of a Faculty contract, you must submit a new contract to the SVP for Academic Affairs. The new contract must include any updates to the initial contract agreement.
2. For a Renewal/Amendment within the same department, the position number will remain the same. The department should note the position number already assigned to this person on the contract in the top right-hand corner. Submit the amendments to the SVP for Academic Affairs. If the amendments are approved, Data Administration will be notified and will update the appropriate information in Position Management. They will confirm, via e-mail, the amendments to the SVP for Academic Affairs and they will return the contract back to your department.

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3. A PHR appointment transaction must be created by the department, with the appointment action code reflecting this action.

TO ABOLISH A FACULTY CONTRACT POSITION

The Faculty Contract will automatically abolish at the time of the contract expiration date unless there is a renewal contract received by the SVP for Academic Affairs. It is extremely important for the department to submit all contract renewals in a timely manner, four (4) weeks prior to the expiration of the existing contract.

POOLED POSITIONS

Faculty Regular Non-Tenured Term (03), Faculty Non-Regular Non-Tenured Term (37), Graduate Assistants (04), Trainees (19) and Fellows on Visas (05)

Positions in the above employment categories will use a “pooled” position number that is stored in the Position Management Table. A pooled position number is a shared position that is created for each title used in the above referenced employment categories and can be used by all departments across campus. For example, a pooled position number has been established for the regular term faculty position of “Faculty Research Assistant”. Any department can use this same, pooled position number to appoint to this position. Or if a department is appointing several Faculty Research Assistants, they will use this same, pooled position number for each appointment.

TO ESTABLISH A NEW POOLED POSITION NUMBER

1. If a pooled position for a title is not available in the Position Management Table, please contact the PHR Administrator to establish one.

MOVING EMPLOYEES FROM A POOLED POSITION NUMBER TO AN INDIVIDUAL POSITION NUMBER

1. Determine the employment category the employee should be moved into.
2. If the employee who is currently appointed to a pooled position number should be appointed to individual position number, determine if the employee can be put onto an existing vacant position in your department and follow appropriate search and selection procedures. A PHR appointment transaction must then be created by the department, with the appointment action code reflecting this action.
3. If no vacant position is available, proceed with creating a new position as outlined in the above procedures.

Examples of Pooled Position Titles

Pooled Positions have been established for the following titles within employment category 03 – Faculty Non-Tenured, Term:

ACTING DIRECTOR
ADJUNCT ASOC PROF
ADJUNCT PROFESSOR
ADVISOR CONSULTNT
AGENT
ASSISTANT COACH
ASSO PROF ASSO DN
ASSOC ART-IN-RES

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ASSOC PROF
ASSOC RES ENG
ASSOC RES SCHOLAR
ASSOC RES SCI
ASSOCIATE AGENT
ASST ART-IN-RES
ASST PROF
ASST RES ENG
ASST RES SCHOLAR
ASST RES SCI
ASST V P ACAD AFF
EXT ASSOCIATE
FAC EXT ASST
FACULTY RES ASST
INSTRUCTOR
INSTRUCTOR PT
LECTURER
PROF EMERITA
PROF EMERITUS
PROF OF PRACTICE
RES ASSOC PROF
RES ASST PROF
RESEARCH ASSOC
RESEARCH PROF
SR RES ENG
SR RES SCHOLAR
SR RES SCI
SR RESEARCH ASSOC
VIS ASST RES SCHL
VISIT ASC RES SCI
VISIT ASSOC PROF
VISIT ASST PROF
VISIT AST RES SCI
VISIT SR RES SCI
VISITING LECTURER
VISITING PROF

Pooled Positions have been established for the following titles within employment category 04 –
Graduate Assistants:

GRAD ASST I
GRAD ASST II
GRAD ASST III
RES GRAD ASST I
RES GRAD ASST II
RES GRAD ASST III

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Pooled Positions have been established for the following titles within employment category 05 –
Fellows:

FELLOW
GRADUATE FELLOW
HL PR POS DOC FEL
POST DOC FELLOW

Pooled Positions have been established for the following titles within employment category 19 –
Trainees:

FELLOW
HL PR POS DOC FEL
INTERN

Pooled Positions have been established for the following titles within employment category 37 –
Faculty Non-Regular, Non-Tenured, Term:

ADJUNCT ASOC PROF
ADJUNCT ASST PROF
ADJUNCT PROFESSOR
ADVISOR CONSULTNT
ASC PROF EMERITUS
ASST PROF
ASST RES SCI
DST UN PROF EMRTS
FACULTY RES ASST
INSTRUCTOR
LECTURER
PROF EMERITA
PROF EMERITUS
PROFESSOR
RES ASSOC PROF
RESEARCH ASSOC
SR RES SCI
VIS ASSO RES SCHL
VIS ASST RES SCHL
VISIT ASC RES SCI
VISIT ASSOC PROF
VISIT ASST PROF
VISIT AST RES SCI
VISIT SR RES SCI
VISITING LECTURER
VISITING PROF