

Glossary of Terms

Funding Options

New Source(s) – New grants funds or an increase in available funds

Redirection of Funds: When a manager is using existing fund sources from their discretionary budget or vacant position(s).

Action Process

Conversion: Eliminate an existing vacant position and create a new vacant position within the existing classification(s). (**CRC or AR&E may not be required – FTES Focus**).

New Position: Create a new position with an existing classification.

Restructure: Revise an existing classification job description or create a new job description for new classification. (**CRC or AR&E Required**)

Informational Memo Format (Subject Line Format)

1. Redirection of Funds – [*Department Name*]
Conversion of [*Position Title*] to [*Position Title*]
2. Redirection of Funds – [*Department Name*]
Conversion of [*FTE*] to [*FTE*]
3. Redirection of Funds – [*Department Name*]
Restructure/Create a new [*Position Title*]
4. New Sources – [*Department Name*]
Create New [*Position Title*]