Authorized Positions

The State of Alaska authorizes the number of benefit-eligible positions the University of Alaska Fairbanks may use for positions included in the annual calculation for increased funding. This amount is distributed between Fairbanks Campus, Fairbanks Organized Research, and each Community Campus, as well as between full time and part time positions. An authorized position may be either a continuing (2 PCN) or term-funded (4 PCN) position, but must have an intended duration of *more than twelve months*. Any term-funded position whose duration is twelve months or less will not be authorized, and the authorization field in NBAPUD should show “POOL.”

Starting in FY12, UAF locates budgets for Term Funded positions authorized by a continuing position in the continuing position PCN – the Term Funded PCN does not have any budget. A Term Funded position Authorized by a continuing position insinuates a relationship between the two positions, *but the relationship must be of a temporary nature*. If a continuing position is being replaced by a term-funded position, the continuing PCN is frozen and the term-funded PCN is authorized.

To illustrate: PCN 299991 represents an Associate Professor. This position is currently vacant and under recruitment. To cover the instruction responsibilities of this position, the unit hires a Term Funded Instructor using PCN 499994. Because they use PCN 499994 to substitute for PCN 299991 and will not continue 499994 after filling 299991, 299991 (the authorized PCN) will contain the total budget for an Associate Professor while PCN 499994 will have no budget. Banner HR (NBAPBUD) will have PCN 299991 as the Authorization number for both positions (299991 and 499994). After filling 299991, Budget sets 499994 back to “POOL.”
Occupied vs. Vacant vs. Reserved Positions

Authorized positions may have one of three status options. ‘Occupied’ is a position that currently has an incumbent. *Every benefitted PCN may have only one incumbent at one time.* The only exception to this rule is when there is a short period of overlap (two weeks or less) between an outgoing incumbent and an incoming incumbent, such as allowing for a period of new-employee training upon the retirement/exit of an employee. When such cases arise, the department should list an end date for the outgoing employee in Banner before processing the hiring proposal for the new employee, or the department should have a resignation letter with an end date available. If the intended overlap is more than two weeks, Budget will move the outgoing incumbent to a term-funded pool position for the remaining length of employment.

‘Vacant’ positions are those currently under recruitment or vacated with the intent to recruit. *Any recruitment of a vacated position should begin within six months of the vacancy.*

‘Reserved’ positions are those vacant positions wherein there is no intent to recruit, or no intent to recruit during the current fiscal year. Reserved status is determined during the continuation budget process. UAF must load reserved positions with a $100 budget, which remains throughout the fiscal year. These positions are not included in the State budget request for cost increases.