Position Review Frequently Asked Questions
Updated December 19, 2017

1. **Who can I contact if I have questions or need guidance?**
   For general questions, inquiries, or guidance, the Position Review Committee (PRC) Liaison can be contacted at hsprc@ucsd.edu or 619-543-2206.

2. **Who is on the PRC?**
   The PRC is comprised of: CFO for Health Sciences, CHRO for Health Sciences, Chief of Staff for Vice Chancellor Health Sciences, Academic Department Chair, and Chief of Staff for Health System.

3. **Will all future positions require a Position Justification Form?**
   All positions that are within the scope of the PRC will require a form. For positions that are 100% grant/contract funded, an abbreviated Position Justification Form (PJF) must still be completed and submitted online.

4. **Why do I need to fill out a PJF?**
   The PJF is a part of the Health Sciences policy, Position Review. Forms must be submitted for the Position Review Committee to review. The process ensures alignment of business objectives and strategic goals across the organization and leadership and helps promote and foster financial long-term sustainability.

5. **If I have multiple positions open, will I be able to submit one PJF for all of them?**
   If you have multiple positions that you are requesting, then each position will require a separate PJF. If you have a request for a position to be multi-hire (meaning you are hiring more than one person for the same position), then only one PJF will be required.

6. **What if the position is funded with more than one funding source/index?**
   If the position has more than one index, please list each index in the PJF (e.g. PRC1234, PRC4567, PRC8910). Should you need additional space to type, please use the “Additional Comments” box.

7. **What is considered to be grant/contract funded?**
   Grants are defined to include research contracts and grants. If the agreements (e.g. clinical trial service agreement, etc.) are funded from a grant, then it’ll be considered as grant funded. An endowment is not considered a contract/grant.

8. **If I am unsure about which funding type, what do I do?**
   Select “Other” in the “How the position will be funded” section of the form and provide a description.

9. **When do I need to upload a copy of financial supportive documentation?**
   You will need to upload a copy of financial supportive documents (e.g. Notice of Award, etc.) when you do not have an index. If the financial supportive documentation contains private/confidential information (e.g. clinical trial information, patient info, etc.), then only provide a part of the documentation that demonstrates the funding.

10. **When completing a PJF, is providing a copy of the position description and duties sufficient?**
    No. Although including a description of the position’s duties and responsibilities is helpful, it is not sufficient. Consider including data that helps demonstrate staffing/productivity metrics and/or data that shows growth of the business/department.
11. Why do I need to submit an org chart?
The org chart provides a quick visual of the staffing as well as your organization’s structure. When submitting an org chart, be sure to highlight the position that you are submitting a PJF for so that it is easily found upon review.

12. Can I edit the PJF once I submit it?
No, the PJF is locked upon submission in the online system.

13. If I need to provide additional information or make an edit to a PJF that I have already submitted, what do I do?
You may e-mail the edits by replying back to the e-mail notification that you received when you submitted your PJF. The e-mail subject line will look similar to the following: “HR0012345 – Position Justification requested by John Smith”. If you are requested to provide additional information, please reply back to the e-mail sent by the PRC office to provide your response.

14. When is the deadline to submit a PJF?
Deadline to submit your PJF for PRC review is by 5 pm on the Tuesday prior to the upcoming biweekly scheduled PRC meeting.

15. What if I am not able to submit the PJF prior to the deadline? Are there any exceptions?
If you are unable to submit the PJF by the biweekly deadline, you have until the next biweekly deadline to submit. PJFs must be approved by the department approvers (DBO, CAO, and/or Chair/Delegate) in order to be received for processing in the PRC office. Note: Approvals from the Chief Administrative Officer (CAO), Department Business Officer (DBO)/Administrative Vice Chair (AdVC), and Department Chair are required for all positions, except when the Department Chair has delegated approval authority of PJF to DBO/AdVC.

16. When the PJF is submitted, where does it route?
The PJF routes to the department approvers (i.e. DBO, CAO, and/or Chair/Delegate). Once the PJF is approved at the department level, it’ll be received in the PRC office for review and processing in order to be scheduled for the upcoming PRC meeting.

17. Can the department Chair assign a delegate to approve the PJFs in the online system on his/her behalf?
Yes, the department Chair can assign a delegate to approve on his/her behalf. The department Chair will continue to receive the approval notifications from the online system even if a delegate is assigned, unless the Chair requests to not receive any notifications. Note: By electing to be removed from receiving online notifications, the Chair will no longer receive any type of notification/e-mail from the online case management system.

18. How will I know the status of my PJF?
You may log into Service Now and open the case number for your PJF. The “Updates” box will have the most recent status update.

19. How often will the PRC meet?
The PRC will meet on a biweekly basis on Monday, starting October 5th, 2015. PRC will not convene during a University holiday, but will generally convene the business day after the holiday (unless otherwise specified).

20. How will it be determined if a PJF will be denied or approved?
The PRC will be reviewing the request and the business case for the value and importance of the position. It is the department’s responsibility to provide a justification that conveys the importance of the position. How the position will be funded will also be taken into consideration. Presenting a business
21. **When will I be notified of my result?**
The PRC Liaison or a representative will email you within 24 hours after the conclusion of the PRC meeting to notify you of the final outcome.

22. **What if my PJF is not reviewed at the PRC meeting?**
If the review of your PJF is not completed by the PRC, then you will be notified by the PRC office to inform you that your PJF has been delayed and will be reviewed at the upcoming PRC meeting.

23. **What is the appeal process if my position is denied?**
If a position is denied by the PRC, you may re-submit a new PJF with updated information for additional consideration and final decision by the PRC. A position can be submitted a maximum of two times.

24. **Do reclassifications or change-in-series (academic) require approval from Position Review Committee?**
No. Reclassifications do not fall within scope of the Position Review policy. For postdocs who are changing from one academic appointment to another (e.g. Project/Research Scientist), these do not require a PJF to be submitted. In the case where the position is changing from an academic appointment to a staff appointment or vice versa, then a PJF should be completed and submitted to PRC.

25. **If I have a request for a MSP Staff Physician contract to bridge a faculty appointment that is in progress, do I need to submit a PJF?**
No. MSP Staff Physicians are reviewed by the Expenditure Commitments Committee (ECC). For more information, email Teresa Kelly at trkelly@ucsd.edu.

26. **Can I submit a request to fill a position without PRC approval?**
No. It is recommended that you complete the PJF prior to submitting requests to fill a position. It is the department’s responsibility to obtain proper PRC notification/approval before proceeding. Reference the approved PJF case number when submitting your request to fill a position.

27. **Are Residents and Fellows included in the scope of the Position Review Committee?**
No.

28. **Are student employment positions included in the scope of the Position Review Committee?**
No.

29. **When submitting my PJF, should I include the current incumbent or future incumbent?**
For PJFs that are for a replacement position, the name of the current incumbent should be included on the PJF as conveyed in the PJF instructions. Information about the future incumbent (who has not yet been hired) should not be included in the PJF.

30. **Are postdocs included in the scope of the Position Review Committee?**
Yes, a Position Justification Form (PJF) is required for all postdoc positions.

31. **What is the definition of a clinical position?**
Clinical PJFs are defined as:
   a. Position performs 90% clinical functions
   b. Position primarily involves direct patient care
   c. Position meets one of the following criteria:
      • Located in a clinical setting (e.g. front desk/reception, scheduling office, etc.)
      • Located within hospital
   d. **Exception:** If the position is clinical in nature and primarily supports research (e.g. clinical trials, clinical research, etc.), then the position will still be reviewed by the PRC.
31. **How often does the health system Position Control Board (PBC) meet?**
   The PCB meets the second and fourth Wednesday of every month (see calendar below).

32. **Who is on the PCB?**
   The committee Chair is the health system Chief of Staff. Other committee members include a Chief Administrative Officer and representatives from Human Resources and Finance.

33. **What form do I submit for a clinical position?**
   A Position Justification Form will need to be submitted via Service Now electronically. The system will then route your PJF to the appropriate reviewing committee. In this case, a PJF this is clinical will be routed to the PCB accordingly.

34. **Who should I contact if I have questions regarding the PCB schedule or agenda?**
   You can contact the PCB liaison, Aubrey Martin at (619) 471-3919 or pcb@ucsd.edu.
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**Holiday**

**PRC Deadline Submission**

**Week of PRC Meeting**

Last Update: 1/10/17
Position Control Board (PCB)

Schedule

2017

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PCB Meeting | 9:00am - 10:00am | (Location and time are subject to change).

All Submissions are due by 5:00pm (no exceptions) | Incomplete forms will be returned to hiring manager.

Current as of 1/5/2017, JMS