Reclassification of Staff Associates (SAs) and Senior Staff Associates (SSAs) with Due Dates for Morningside

Interim Provost will distribute announcement to Deans, Chairs, Directors, Departmental Administrators, PIs, SAs/SSAs

Academic Appointments (AA) will identify all active SAs/SSAs AA will distribute to Deans/Chairs/Directors/ Departmental Administrators:

- 1) Reclassification Matrix
- 2) Staff Officers of Research Questionnaire
- 3) List of all SAs/SSAs in department
- 4) Instructions outlining reclassification process



AA will distribute memo to SAs/SSAs reminding them about the process and asking them to send updated CVs to their Departmental Administrators

November, 2019

January 1, 2020



After reclassification is confirmed, Departmental Administrators will submit paperwork to AA with the new reclassification

AA in consultation with EVP/Deans will review CVs and job descriptions and confirm proposed reclassifications

EVP/Deans will review and approve proposed reclassification for all SAs/SSAs in their schools Chairs/Directors
will review revised
job descriptions
and confirm
proposed
reclassification and
refer to EVP/Deans

Departmental
Administrators and
PIs will meet to
review and update
job descriptions
and determine
reclassification

Departmental
Administrators will
send the updated CV
and current job
description for each
SA/SSA to the
respective PIs

May 18, 2020 April 15, 2020 March 1, 2020