



Steps for Adding Secondary UTSF-Excluded Titles to Faculty Records in the HR/Payroll System

Applies to: Tenure system faculty and continuing system librarians whose positions have been determined by FASA to be excluded from the UTSF due to management responsibilities.

Background

Consistent with Michigan labor law, certain positions are excluded from the UTSF bargaining unit based on their executive, managerial, or supervisory job functions. These roles include the primary job titles listed in the [Bargaining Unit Description \(Inclusion/Exclusion\)](#) on the Office for Faculty and Academic Staff Affairs (FASA) website.

Additionally, some tenure system faculty/continuing system librarians with secondary titles (e.g., some associate chairs and directors) may engage in similarly union-excluded work based on their management function. Each administrative position must be assessed to determine whether it must be excluded from the UTSF bargaining unit. In these cases, exclusion is determined by job function rather than title.

Our office's initial assessment shows that most tenure system faculty/continuing system librarians with secondary titles do not include management responsibilities and **will not be excluded from UTSF**. However, some do. To ensure clarity and compliance, HR and FASA have developed secondary management job codes to be used in the HR/Payroll system to distinguish these secondary positions from their non-management counterparts. These management designations include an “-M” designation **and will be used to clearly identify the role in the HR/Payroll system as non-union**.

An [initial assessment checklist](#) is available to help assess whether a position includes management duties and, therefore, must be excluded from the UTSF.

Steps for Adding Secondary UTSF Excluded Management Titles

1. Complete checklist to determine:
 - a. If a position includes management duties and must be excluded from the UTSF.
 - b. If the position requires FASA review to decide.
2. If “Yes” to any item on the checklist, submit the [Microsoft Form](#) to FASA.
 - a. Attach the completed checklist to the Microsoft Form and include the position description.
 - b. Keep the checklist on file in your unit's records.
3. FASA will review and issue a determination, with follow-up communicated to the unit via email.

4. If it has been determined that the position is conducting management responsibilities and is not covered by the UTSF, the unit **must notify the faculty member of this determination** using [the template notification letter](#) or in the position's offer letter.
5. The unit **must submit** a change of status to add the corresponding management title (e.g., Associate Chair – M) to the employee's record in the HR/Payroll System. Please note that these management titles should not be entered as the primary assignment and may only be recorded as an additional assignment (assignments 2-5).
 - a. Attach the faculty member notification letter from Step 4.
 - b. Attach the completed checklist.
 - c. Attach FASA's determination communication.