



Checklist: Determining Whether a Secondary Position is UTSF-Excluded

Applicability: Use this process for tenure-system faculty and continuing-system librarian roles that **include a secondary administrative title** (e.g., associate chair, director) that are **not automatically excluded** based on the primary title listed in the UTSF Exclusion List.

As a reminder, the checklist is **not required** for primary academic or executive management titles that are already designated as excluded.

Tip: Review the [UTSF Description of the Bargaining Unit \(Included/Excluded\)](#) to determine whether a position is automatically excluded before completing the checklist.

Please complete the checklist below to determine:

1. Whether the administrative position requires FASA review to assess whether it meets the criteria for a management exclusion.
2. If the answer to any of the questions below is yes, initiate and submit the [Microsoft Form](#) to FASA for review and determination. Attach this checklist and the position description to the form.
3. If the answer to all questions is no, no further review is required; proceed with the standard employment process

Position Title: _____

Key Questions Related to Position Responsibilities	Yes/No
Is the administrative position responsible for making merit decisions for tenure-system faculty or continuing-system librarians?	
Is the position involved in disciplinary processes for tenure-system faculty or continuing-system librarians, including participation in investigatory interviews?	
Will the position make recommendations for potential discipline for tenure-system faculty or continuing-system librarians?	
Could the position participate in disciplinary investigations involving tenure-system faculty or continuing-system librarians?	
Does this position supervise other tenure-system faculty or continuing-system librarians?	
Will this position be responsible for budget allocations that affect the working conditions of tenure-system faculty?	