

# Request for Appointment (RFA) Requirements

Effective July 1, 2014 – Revised November 27, 2015

Employee Class	Employment Type	Status	*Position Classification Questionnaire (PCQ) Required	Request for Appointment (RFA) Required	Job Posting Human Resources	
Faculty	New Position	Continuing\Probation	n/a	Yes	Yes	
		Term	n/a	Yes	Yes	
	Term to Continuing	Continuing\Probation	n/a	Yes	No	
		Extension of Term	Term	n/a	Yes	No
	Replacement for Termination	Continuing\Probation	n/a	Yes	No	
		Term	n/a	Yes	No	
	Replacement for Leave	Term	n/a	Yes	No	
		Replacement for Maternity Leave	Term	n/a	Yes	No
	Hourly (paid by time sheet)	Casual	n/a	No	No	
AUPE	New Position	Continuing\Probation	Yes	Yes	Yes	
		Limited Term	Yes	Yes	Yes	
	Temporary to Continuing	Continuing\Probation	**	Yes	Yes	
		Limited Term to Continuing	Continuing\Probation	**	Yes	Yes
	Replacement for Termination (not abolished)	Continuing\Probation	**	Yes	Yes	
		Limited Term	**	Yes	Yes	
	Replacement for Temporary Terminating	Temporary Replacement	***	No	Yes	
		Replacement for Employee on Leave	Temporary Replacement	***	No	Yes
	Limited Term	Limited Term	***	Yes	Yes	
		Extension of Limited Term	Limited Term	No	Yes	No
	Extension of Temporary Replacement	Temporary Replacement	No	No	No	
	Reclassification		Yes	No	No	
	Department Transfers		**	Yes	No	
	FTE Changes (hours of work)	All	**	Yes	No	
	Hourly (paid by time sheet)	Casual	No	No	No	
	APO	New Position	Continuing\Probation	Yes	Yes	Yes
			Term	Yes	Yes	Yes
Term to Continuing		Continuing\Probation	**	Yes	Yes	
		Replacement for Termination	Continuing\Probation	Yes	Yes	Yes
Term		Term	Yes	Yes	Yes	
		Replacement for Employee on Leave	Term	Yes	Yes	Yes
Extension of Term		Term	No	Yes	No	
		Reclassification		Yes	No	No
Department Transfers			**	Yes	No	
FTE Changes (hours of work)		All	**	Yes	No	
Hourly (paid by time sheet)	Casual	No	No	No		
Exempt	New Position	Continuing\Probation	Yes	Yes	Yes	
		Term	Yes	Yes	Yes	
	Term to Continuing	Continuing\Probation	**	Yes	Yes	
		Replacement for Termination	Continuing\Probation	**	Yes	Yes
	Term	Term	**	Yes	Yes	
		Replacement for Employee on Leave	Term	**	Yes	Yes
	Extension of Term	Term	No	Yes	No	
		Reclassification		Yes	No	No
	Department Transfers		**	Yes	No	
	FTE Changes (hours of work)	All	**	Yes	No	
Hourly (paid by time sheet)	Casual	No	No	No		
Executive Director	New Position	Continuing\Probation	Yes	Yes	Yes	
		Replacement for Termination	Continuing\Probation	**	Yes	Yes
	Replacement for Employee on Leave	Term	**	Yes	Yes	
		Reclassification	Continuing\Probation	Yes	No	No
	Department Transfers	Continuing\Probation	**	Yes	No	

\* Job scoring needs to be done prior to RFA's

\*\* Required if the job has had a significant change in duties or the position has not been evaluated in the last 3 years.

\*\*\* Required if the replacement is not doing a major portion of the position being filled.