

Waisman Center Base Adjustment Change-In-Duties, Academic Staff

The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities and neurodegenerative diseases. The Center has developed programs in:

- Research – basic and applied research in the behavioral and biomedical sciences;
- Service – clinical services for people with developmental disabilities and their families;
- Training – training of personnel in the study of human development as well as in the delivery of health care services to people with developmental disabilities;
- Outreach – outreach and technical assistance activities with the community and various local, state, and national agencies.

A base adjustment for Change-In-Duties may be requested if a substantive change in the duties and responsibilities of a position occurs. The change has to be a qualitative change rather than quantitative change to the duties. The new, higher-level duties must constitute at least 25% change in order to be considered for a Change-In-Duties base adjustment. More extensive changes (>45% may be considered a new position and may require competition/open recruitment). The title of the position may or may not change.

There is an expectation that the base adjustment increase will be for at least 5%. A maximum of 10% is allowed.

To recommend an employee for a Change-In-Duties base adjustment, the supervisor should contact Waisman Human Resources for the employee's current duties chart and obtain a request form. Once the supervisor has reviewed and updated the duties, the duties chart should be submitted to Waisman HR (WHR) along with the documentation below. Approved promotions within the Graduate School have effective dates of January 1 (due to WHR by October 1), July 1 (due to WHR by December 1) and October 1 (due to WHR by July 1).

For consideration for a Change-In-Duties base adjustment, please submit the following to WHR:

1. Completed/signed request form
2. Updated duties chart with percentages clearly showing the qualitative change in duties (example below)
3. Updated organizational chart
4. Written justification describing how and why the duties have changed (examples are available)

Example:

Current Duties	Percent		Updated Duties	Percent
Neuroimaging Data Processing	40%		Neuroimaging Data Processing	30%
Documentation & Diagnostics	35%		Documentation & Diagnostics	35%
Training	20%		Training	10%
Publication	5%		Publication	5%
			New – Paradigm Creation and Evaluation	15%
			New – Software Analysis and Development	10%
			New – Data Acquisition Software Development and Maintenance	5%
Total	100%			100%