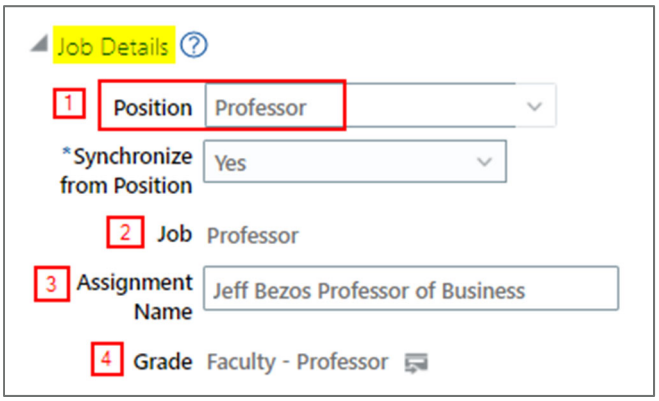
Pooled Positions in iO

1. Introduction to the POSITION field:

a. There are **four important fields** in the Job Details section:

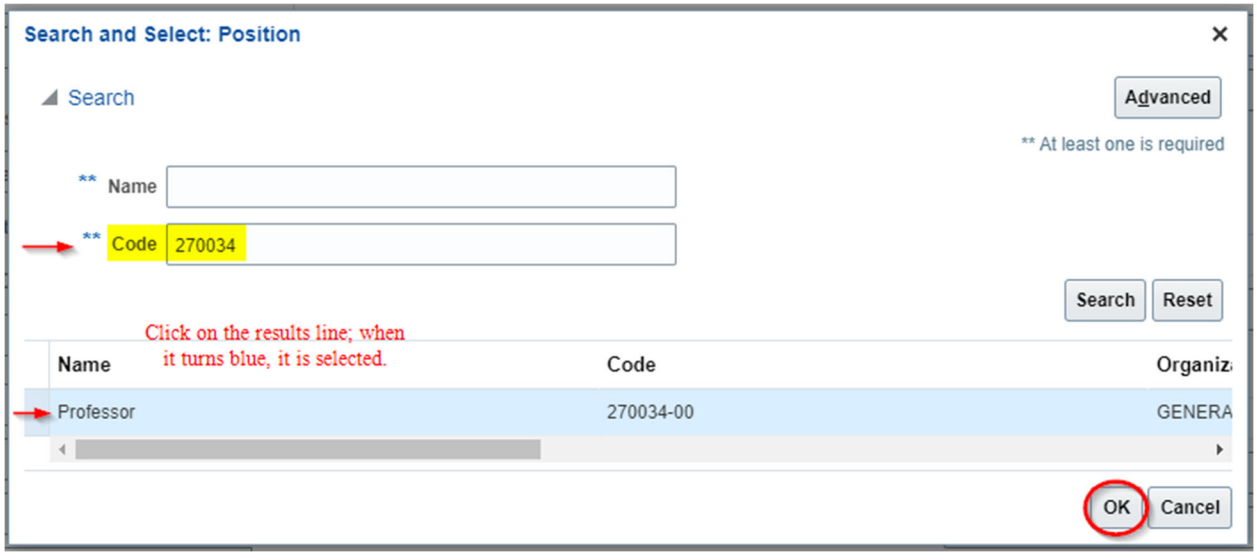
- **i.** Position – explained below
- **ii.** Job – category, roughly equivalent to rank
- **iii.** Assignment Name – the specific, editable title that will show up in the directory
- **iv.** Grade – faculty rank



b. Of these, the Position field is the most important, because it drives Job and Grade.

c. The Position "name" and its associated "code" equate closely to the **position titles and numbers** we're used to from Banner, especially for budgeted positions.

- **i.** In fact, budgeted position numbers that existed in Banner have been carried over into iO, so if you know the old position number, you can find it in iO.
- **ii.** Be aware, though, that the Position Code in iO is not very visible; you can only see it when you're searching for a position.



iii. NOTE: The **Position Code** is distinct from the system-generated **Assignment Number**, which is much more visible in iO. (This is the one that is built around a person number, e.g., E95361-02.)

2. **Budgeted Positions:**

a. Budgeted Position Numbers are issued by the Budget Office to the deans' offices.
b. They consist of a 6-digit number, followed by a suffix.
c. The main, budgeted faculty position number is followed by a suffix of -00.
d. The **summer salary** position associated with that position is the same 6-digit number, plus a suffix of **-09.**

3. Pooled Positions:

a. There are several kinds of pooled positions for faculty, including:

i. ***NTT pools:*** *xxxx – xxxxx (Job Code – org #) (Example: 95102 – 23420 means Lecturer – Humanities – Philosophy)*
A Job Code is a category, roughly the same as faculty ranks. See Job Categories Cheatsheet in the Tips section for complete list of Job Codes.

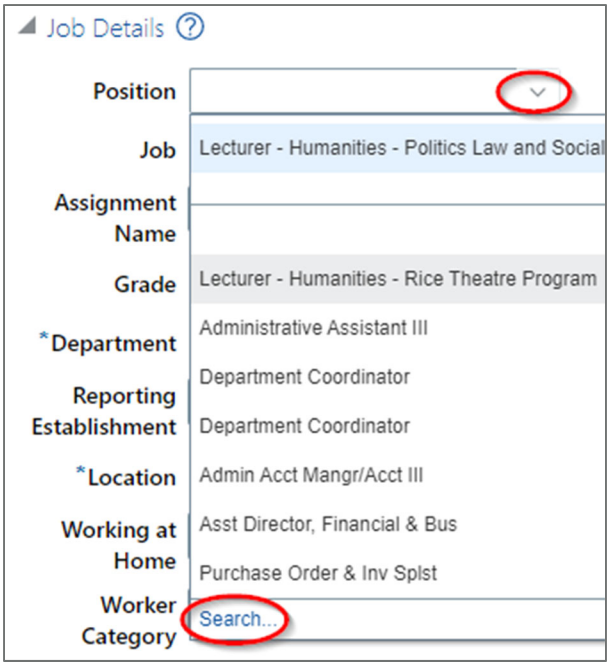
ii. ***Administrative Appointments:*** *When a primary faculty also has an administrative appointment for which there is no extra direct pay, this can be set up in a pooled position as FA001 – xxxxx (org #). (Example: FA001 – 23420 means Faculty Administrative Role – Humanities – Philosophy)*

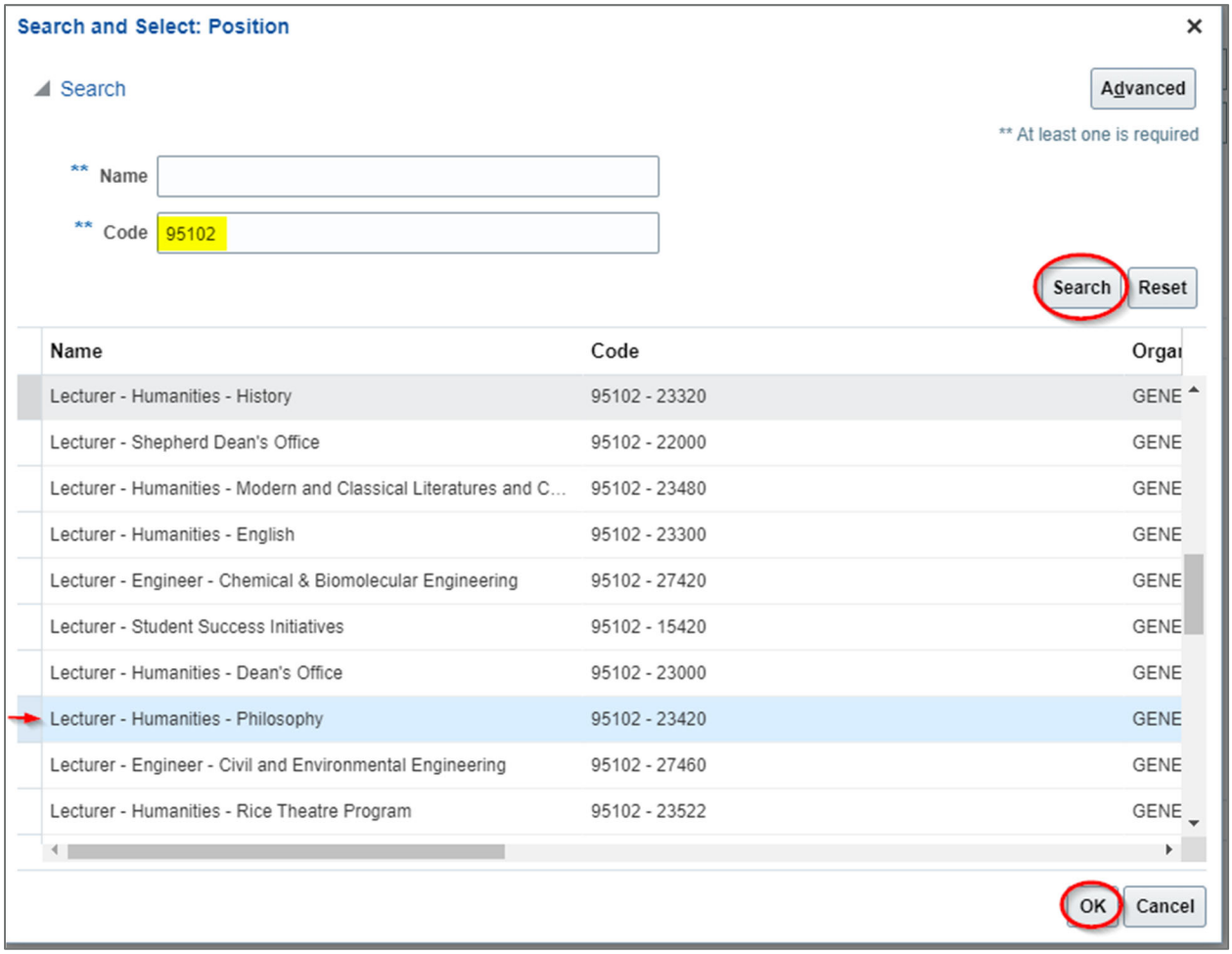
iii. ***Department Chair:*** *CHAIR – xxxxx (org #) (Example: CHAIR – 23420 means Department Chair – Philosophy)*

iv. ***Joint Appointment:*** *JNTxx – xxxxx (first pair of x's indicates TTT rank – org #)*
JNTAT = Joint Assistant Professor
JNTAO = Joint Associate Professor
JNTPF = Joint Professor
(Example: JNTAT – 23420 means Joint Assistant Professor Faculty Appointment – Philosophy)

b. Note: There are also, of course, Contingent Worker appointments as **Adjuncts** and Nonworker appointments as **Emeriti,** but in iO, these do not have associated Positions, so you can leave the Position field blank for these, and just put the title in the Assignment Name field.

c. To **search** for a pooled position number:


Job Details
Position
Job
Lecturer - Humanities - Politics Law and Social
Assignment Name
Grade
Lecturer - Humanities - Rice Theatre Program
*Department
Administrative Assistant III
Department Coordinator
Reporting Establishment
Department Coordinator
*Location
Admin Acct Mangr/Acct III
Working at Home
Asst Director, Financial & Bus
Purchase Order & Inv Splst
Worker Category
Search...


Search and Select: Position
Search
Advanced
** At least one is required
** Name
** Code
95102
Search
Reset
Name
Code
Lecturer - Humanities - History
95102 - 23320
Lecturer - Shepherd Dean's Office
95102 - 22000
Lecturer - Humanities - Modern and Classical Literatures and C...
95102 - 23480
Lecturer - Humanities - English
95102 - 23300
Lecturer - Engineer - Chemical & Biomolecular Engineering
95102 - 27420
Lecturer - Student Success Initiatives
95102 - 15420
Lecturer - Humanities - Dean's Office
95102 - 23000
Lecturer - Humanities - Philosophy
95102 - 23420
Lecturer - Engineer - Civil and Environmental Engineering
95102 - 27460
Lecturer - Humanities - Rice Theatre Program
95102 - 23522
OK
Cancel

d. With a pooled position, if you get a warning message about this position not having any open headcount, just continue anyway.