

TEXAS WOMAN'S UNIVERSITY
CLERICAL ALLOCATION PLAN

PURPOSE

The TWU Clerical Allocation Plan has been established for the purpose of maintaining order and internal equity among the clerical support staff of the University.

THE CLERICAL ALLOCATION PLAN

Primary clerical support positions will be allocated on the basis of the administrator to whom the primary clerical support position reports. This allocation of classification is not automatic, but is the maximum classification available to the administrators listed. The following table lists the maximum clerical allocations:

CLERICAL POSTISION REPORTS TO	MAXIMUM PRIMARY CLERICAL CLASSIFICATION ALLOCATED
Provost & Vice President Vice President	Executive Assistant to the Provost & VP Executive Assistant to the Vice President
Executive Vice Provost Vice Provost Associate Vice President Senior Associate Vice President	Assistant to the Executive Vice Provost Assistant to the Vice Provost Assistant to the Associate Vice President Assistant to the Senior Associate Vice President
Dean	Assistant to the Dean
Assistant Provost Assistant Vice President	Senior Administrative Assistant
* Director or Chair of a Large Department Executive Director	Administrative Assistant
Chair, Director, Associate Dean	Senior Secretary

Clerical support positions that do not report to an administrator will be placed at a Secretary level position.

An administrator may request a new clerical support position or request to reclassify an existing position by first discussing the need with the next higher level of administrative authority. If approval for review is obtained at that level, the administrator then submits a Job Analysis Questionnaire and any additional justification to the Associate Vice President for Human Resources. The Office of Human Resources will evaluate the request, make a recommendation, and forward the recommendation to the Cabinet for approval.

In order to qualify for any level of clerical support positions listed above, the minimum qualifications must be met by the employee. These minimum qualifications are found on the job description.

***DIRECTOR OR CHAIR OF LARGE DEPARTMENT**

Academic Components with Teaching Duties must meet at least four (4) of the six (6) following criteria:

1. Must have at least 275 academic majors in the department;
2. Employs at least ten (10) FTEs of employees other than full-time faculty to include (Adjunct Faculty, Graduate Teaching Assistants, Graduate Research Assistants, Graduate Assistants);
3. Employs at least ten (10) full-time faculty;
4. Generates at least 10,000 undergraduate credit hours annually or 7,000 graduate credit hours (or any combination of undergraduate and graduate credit hours that equals 10,000 with graduate credit hours weighted at 1.5 times undergraduate hours);
5. Total departmental expenditures of at least 1 million dollars (excluding grant expenditures);
6. Have administrative responsibilities for physical facilities (6 or more laboratories or a clinic);

Non Academic Components and Academic Non-Teaching Components must meet all three (3) of the following criteria:

1. Employs at least ten (10) FTEs of staff employees (excludes 100% grant funded positions);
2. Employs at least three (3) full-time Professional & Administrative employees (excludes 100% grant funded positions);
3. Total departmental expenditures of at least 1 million dollars (excluding grant expenditures);

(This policy does not limit the number of clerical support positions, but does limit one (1) maximum level support position per department).