

The following message has been sent to Area Personnel Administrators.

Effective August 1, 2015, Faculty processes in the Online Position Description and Recruitment System (OPDRS) will change. Position Actions in the ***Position Management Module*** will no longer be required for faculty positions. This includes "*New Position Actions*" and "*Modify Actions*" such as salary increase, ADR/Stipend, position configuration change, and/or title change.

Previously, faculty salary increase information was obtained for reporting purposes to the Office of Financial Management; however, this is no longer a reporting requirement. The Office of the Provost will continue to review, approve, and monitor faculty salary increases and stipends through PERMS.

Faculty recruitment for tenure and tenure track positions will continue to be posted through OPDRS in the ***Applicant Tracking Module*** as required by the Office of the Provost. Departments may elect to recruit for non-tenure positions through OPDRS. Please review the **Create Posting Guide** at hrs.wsu.edu/opdrs for updates to the faculty job posting process.

There are no changes to current Administrative Professional and Classified Staff OPDRS processes.

For questions, please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu.

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