

THIS GUIDE IS FOR ADMINISTRATIVE AND PROFESSIONAL (A/P) FACULTY TO DISCUSS THE POSITION CLASSIFICATION FOR THEIR ROLE WITH THEIR SUPERVISOR.

“**Virginia Tech’s A/P faculty classification structure - along with the structures in place for staff and T&R faculty - is foundational to how we hire, pay, develop, and advance our workforce through clear career paths and competitive and equitable compensation strategies.**”

BRYAN GAREY, VICE PRESIDENT FOR HUMAN RESOURCES

WHAT TO EXPECT DURING EMPLOYEE CONVERSATIONS

You will meet with your supervisor, and possibly your Human Resources representative, to review and discuss your new A/P classification and what that means.

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GOAL OF THE CONVERSATION

Inform you of your new A/P faculty position classification, including the function, sub-function, discipline, career track, career track level, and system title.

YOU WILL TALK ABOUT

YOUR ROLE’S JOB ARCHITECTURE

A review of the function, sub-function, and discipline for your role.

YOUR NEW CAREER TRACK AND CAREER TRACK LEVEL

An overview of the standardized way that represents a group of jobs characterized by distinct responsibilities and requirements and how that applies to your role.

YOUR NEW SYSTEM JOB TITLE

A review of the new standardized title that best matches your role and other like roles based on the new A/P faculty position classifications.

WHAT STAYS THE SAME

YOUR JOB

Your responsibilities are **not** changing. Virginia Tech has created a new classification system for A/P faculty positions, which is foundational to creating clear career paths with competitive and equitable pay strategies. The way your job is described in university systems is changing, but your responsibilities are not changing.

YOUR PAY

Pay will not decrease because of the A/P faculty job architecture project as this project does not address departmental pay practices.

YOUR SUPERVISOR OR ORGANIZATION

Your organization does not change, nor does your supervisor.

YOUR EMPLOYEE TYPE AND EXEMPT STATUS

You will continue to be A/P faculty and exempt from the Fair Labor Standards Act (FLSA).

YOUR BENEFITS

There are no changes to your benefits as a result of this project. Your benefits will continue to be earned in the same manner as you have been receiving them, including health insurance, retirement, leave, etc.

YOUR TITLE

While many A/P faculty positions will have new **system titles** after this project is completed, it will not affect the **working title** you use every day for your job. You will not have to change the title you use in conversation or on email or business cards. The system titles are simply a standardized title that will only appear in university systems that best matches your role - and other like roles - based on the new A/P faculty position classifications.

WHAT STAYS THE SAME

YOUR PERFORMANCE AND DEVELOPMENT GOALS

This project does not impact your performance and development goals, which are established between you and your supervisor.

Over time, we will be able to use the new A/P faculty structure to help employees develop career pathing, which can then be incorporated into your performance and development goals.



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YOU WILL NOT TALK ABOUT

SALARY RANGE ASSOCIATED WITH THE NEW SYSTEM TITLE

The goal of this conversation is to ensure that you understand the new A/P faculty position classification system. Salary range information is not yet available for these conversations.

The work to build a market-informed salary structure is in progress and each A/P faculty position will be matched to appropriate salary ranges once the salary structure is complete. *Employee salary ranges will be available in 2024.*

HOW TO PREPARE FOR THIS CONVERSATION

Review the job architecture website. The resources listed below provide a foundation to understand the project, framework, and how this impacts you.



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[JOB ARCHITECTURE 101](#)

[CAREER TRACKS OVERVIEW](#)

[DEFINITIONS](#)

[FREQUENTLY ASKED QUESTIONS](#)

[CAREER TRACKS](#)

[JOB ARCHITECTURE WEBSITE](#) →

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