

SECTION 1100.01

POSITION AUTHORIZATION PROCEDURE

Procedures to be used in determining and filling vacancies in a position (except work-study or adjunct faculty):

1. If a new position is desired or an existing vacant position is desired to be filled, the supervisor involve, through his/her appropriate vice President, shall complete section one of the *Position Authorization* form and forward one copy to the President's Office and one copy to the Vice President for Administrative Affairs.
2. The Vice President for Administrative Affairs shall review and recommend the Broadbanding classification. Requests for filling existing vacancies are forwarded to the President's Office. Requests for new positions are analyzed by the Vice President for Administrative Affairs to determine full budget impact and then forwarded to the President.
3. The President shall ensure that all options are discussed, including position modification. A decision will be made by the President, after consultation with the Administrative Council. If a new position is to be approved or an existing position is to be modified and if no modification is to take place, the President may decide to fill the position or leave it vacant. The completed Position Authorization form for new or existing positions will be distributed appropriately by the President's Office.
4. If approved for filling, either as requested or as modified, the Vice President for Administrative Affairs Office will prepare an announcement of position opening.
5. The advertisement shall state job description, time frame, starting salary range, and statement of affirmative action. The job description on file shall be reviewed and updated as needed to be available to candidates upon request.

History