

Position Management
(replaces FM 2010: New Positions)

Scope

This policy applies to of all members of the college who are responsible for hiring employees and managing budgets.

Policy

Ultimate authority to create new positions and to refill existing vacancies resides with the college president. The president, however, delegates authority to the vice presidents for final approval to refill vacated positions, within the means of the budget.

All new full-time positions requiring the creation of a new position identification number must be approved by the Board of Trustees, upon the recommendation of the president. Approval must accompany submission request to HR recruitment team.

Creating New Positions

Staff and Administrative Positions

New position requests should be channeled to the appropriate vice president as part of the budget development process for the next fiscal year, provided there is available budget.

The Budget Director, at the direction of the President's Cabinet, will include the availability for new position requests in the guidance to cost center managers for Budget Enhancement Requests. If requests for new positions are allowed, those requests will follow the review process for all Budget Enhancement Requests.

Full-time Faculty Positions

The college strives to maintain an appropriate ratio of full-time and part-time faculty to ensure quality and consistency in its educational programs. Each Fall, the provost will review with the academic deans the full-time, part-time faculty ratios over the three previous Fall semesters, to include compressed terms, by discipline to determine the need for additional faculty lines.

The provost recommends any additional faculty lines to the president by November 1. Those positions, if approved by the president, will be included in the budget development for the next fiscal year.

Filling Vacant Positions

Administrative and Staff Positions

All requests to fill vacant administrative and staff positions must be approved by the appropriate vice president. Advertising of positions, including internal postings, may not begin without that approval.

Faculty Positions

Following the Fall review of full-time and part-time faculty ratios, the provost may elect to allocate existing vacant faculty lines for new hires. The provost will recommend faculty to be hired to the president, and upon approval, the hiring process will begin in early Spring semester.

Full-time Temporary Positions

At times, when there is an unexpected vacancy in a critical area, the president may approve the hire of a full-time temporary employee. These employees may not be hired for any longer than one year, at which time they are terminated. Full-time temporary employees are only hired in emergency situations. All searches for new employees are to follow the procedures in HR 4080.

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