

TITLE: **ESTABLISHMENT OF POSITION**

Request and Authorization for Position

Regular positions planned for the following fiscal period must be presented to the President for approval prior to the final budget presentation to the Board of Trustees. Such requests must be accompanied by an appropriate position description and recommended salary ranges.

During any fiscal period, emergency situations demanding temporary positions (either full or part-time) may be approved by the President if they can be financed within budget allocations. If an additional budget allocation is required, such hiring must be approved by the Board of Trustees.

Budgeting of Position

Regular positions requested by the administration for the following fiscal year are presented to the Board each Spring as a part of the budget development process.

During any fiscal period, emergency positions requested by the administration (either full or part-time) may be funded by special Board action upon the recommendation of the President.

Position Descriptions

A standard position description format will be used by all college departments. Writing the position description for a new position shall be the responsibility of the appropriate Director, Dean, or the President.

Date of Adoption: 3/26/85

Revised: 6/27/89, 2/26/92, 1/25/00