

Position Approval Process

Purpose

Establish a process for review and approval of positions

Rationale

- Provides appropriate university offices/personnel with clear documentation on what has been approved
- Allows appropriate discussions and decision-making before managers initiate a PIQ and search process
- Aligns decision-making process for all new positions
- Allows position changes to align with budget planning and performance review process
- Reinforces the relationship between personnel planning and the long-term strategic goals of the university

Request for New Positions (Including Externally Funded Positions)

- New position requests will be tied to the budget planning process
 - Position request for the pre-liminary budget (presented at the June BOT meeting) **should be submitted between January 1 and March 31 of each year**
 - Position request for the final budget (presented at September BOT meeting) **should be submitted between June 1 and July 31 of each year**
- All new position requests will be reviewed and approved by the President's Cabinet
- Requests outside of the established submission window should be rare and based on extenuating circumstances
- An existing position will be considered new if there are significant changes in the duties and job title
- Requests for new positions are reviewed by completing the **New Position Request** form

Request for Re-Evaluation of Existing Positions (Non-Faculty)

- Re-evaluation requests will be tied to the upcoming fiscal year/performance review process – requests for re-evaluation **should be submitted between April 1 and May 15 of each year**, unless a policy or collective bargaining agreement indicates otherwise
- Requests outside of the established submission window should be rare and based on extenuating circumstances
- An existing position will be re-evaluated if there are significant changes in the duties
- Requests to re-evaluate existing positions are reviewed by completing the **Position Information Questionnaire**
- Any **changes as a result of a re-evaluation will take effect July 1 of each year** to align with the budget year, unless a policy or collective bargaining agreement indicates otherwise

Request for Backfilling Existing Positions

- Hiring managers must obtain approval from appropriate university offices/personnel to back fill a budget-approved position before any advertisement, recruitment, or search activity
- Requests to backfill existing positions are reviewed by completing a **Position Requisition** within the Talent Management System (NeoEd)