



POLICY NUMBER: SLCC-HR-514

POLICY AND PROCEDURES MEMORANDUM

Title: Creation of New Position

Effective Date: August 1, 2012

Date of Last Revision:

Cancellation:

Office:

Creation of New Position

1. When a new position is being requested the dean or direct supervisor must submit a written justification for the establishment of the new position and a notice of vacancy form to the respective Vice Chancellors Office. (Please see attached form)
2. The justification must include a position description, reason for need and a completed notice of vacancy form. When requesting new faculty you must indicate 9, 10, or 12 month faculty and provide justification for the option selected.
3. Upon approval of the respective Vice Chancellor the information is reviewed by the Executive Committee.
4. Once approved by the Executive committee the information is sent to Human Resources. The Human Resources office is responsible for obtaining approval from the budget office to verify funding.
5. Once all signatures have been obtained Human Resources will post the vacancy. (Direct Appointments are not recommended but in critical situations may be recommended.)

Reference:

Policy Reference:

Review Process:

| x | Reviewing Council/Entity | Approval Date | Effective Date |
|---|------------------------------|---------------|----------------|
| x | Cabinet Approval | 7/2/12 | 8/1/12 |
| x | Executive Committee Approval | 8/1/12 | 8/1/12 |
| x | Chancellor Approval | 8/1/12 | 8/1/12 |

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