POSITION REQUISITION REQUEST

PURPOSE: To establish a budget approval system for creating and filling new and vacant positions and replacing Faculty and Staff within the University's approved organizational structure.

POLICY: Hiring supervisors must submit a properly approved Position Requisition form to the Manager of Human Resources for each new or vacant position requested to be filled, including any variations of part-time and/or temporary, but excluding student work-study positions.

DATE APPROVED: July 7, 1999

REVISED: September 1, 2007

PRACTICES & PROCEDURES:

1) To replace a current position –
   a) A Position Requisition form may be obtained from the Human Resources website (Forms Link)
   b) The supervisor must review the job description to ensure that the description accurately reflects the position duties and requirements.
   c) The Supervisor must fully complete the Requisition to Hire form and then submit the form to their Vice President for approval.
   d) The Requisition form and the reviewed job description must then be forwarded to Human Resources where it will be reviewed to ensure accuracy pertaining to salary information, and that all necessary information has been supplied.
   e) Once the form has received the proper approval of the Human Resources Manager, will have the Vice President for Finance and Administration sign off on a final approval for hiring.

2) Proposal for a new position.
   a) All supervisors proposing new positions should submit a Job Description, a new position rationale and a completed Position Requisition form to their Vice President in early November 1st for the upcoming fiscal year.
   b) The Vice President will bring this request to the Controller, Vice President for Finance and Administration and final approval of the Executive Staff.
   c) Upon approval of the Executive staff, the completed New Hire Requisition shall be forwarded to the Manager of Human Resources for recruiting.
      i) If a supervisor does not want this position posted, approval from the Posting Exception Committee (Vice President for Finance and Administration, Provost and the Manager of Human Resources) must be obtained.

3) During times of budget constraint, the form may be sent to the President for final approval. The completed form shall then be presented to the Vice President & Treasurer’s Office for approval, and to ensure budgetary control.

4) In the event a budget transfer is deemed necessary, the Vice President’s Office shall return
the requisition accompanied by a Budget Transfer form to the requisitioning supervisor directly.

a) The approved Position Requisition form will then be returned to the Human Resources Office. This office will distribute copies of the approved form to the supervisor and the Vice President & Treasure’s Office. Two copies will be retained by the Human Resources Office, one of which will be permanently filed in the newly hired employee’s personnel folder.

5) Employment Process

a) The Human Resources Office shall have total budget responsibility for employment, recruiting, and relocation expenses incurred. Signature authority and control of any and all such expenses shall also be the responsibility of this department.

b) Internal posting, media advertising and any other recruitment activities deemed necessary by the Human Resources Office for the filling of Faculty and Staff positions(s) shall not commence until the above procedure has been fully completed and final budget approval has been received by this department.