

Policy 1450 – Non-Temporary Position Additions and Staff Selection

The authority to create or fill a new vice presidential level position rests with the Board of Trustees.

The President or the President's designee shall authorize the creation of all new full-time and regular part-time employment positions. The President or the President's designee has the responsibility of approving faculty and staff selections for non-temporary budgeted positions. Once a selection has been made, the President or the President's designee will present the candidate's name to the Board of Trustees to seek approval of the appointment if the candidate is not already a College employee working in a regular full-time or regular part-time position.

Part-time temporary employees may be hired by the appropriate work unit supervisor and do not require Board of Trustees approval.

All employment is coordinated through the Office of Human Resources.

Approved by: President

Date: 10/8/07

Revision(s): 10/28/19 (minor revision); 9/30/21 (update)