


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:021	Supersedes Policy Number: 5:021
Date: February 15, 2000	Dated: August 1, 1986
Subject: Position Establishment	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  2/15/00 President	

## Responsibility and Authority

The final responsibility and authority for the establishment of new positions reside with the President.

## Procedure

Any individual holding a position of budget authority and responsibility such as a Vice President, Dean, Director, Department Head, or Supervisor may initiate a request for the establishment of a new position. If the request is disapproved by the Division Head, it will not be submitted to the President for further consideration.

Approved recommendations will be submitted by memorandum from the appropriate Division Head to the President. The memorandum must include detailed justification for the position and identify funding to support the request. A detailed job description with a list of typical duties and qualifications for the job will be attached to the memorandum. Information copies of the request and job description will be submitted to the Director of Human Resources and the Budget Officer who will determine proper classification and funding for the position.

Requests for new positions will be submitted during the February-March and August-September time periods so that they may be considered during the budget process.