

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:021	Supersedes Policy Number: IV:02:01
Date: August 1, 1986	Dated: October 1, 1981
Subject: Position Establishment	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved: <i>Robert O. Lynn</i> 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. Since such a request must involve a source of funds, it may be made on a Request for Budget Revision form (PPM Form 4:021:a), using the space under Reason for Revision for justifying the need for the position. Attach a detailed job description with a list of typical duties and including education and experience considered necessary to perform those duties. If the request is approved, a copy of the Budget Revision form will be sent to the Payroll/Personnel/AA Office, the staff of which will work with the head of the department initiating the request in determining appropriate job title and salary range.