

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUALPOLICY NO.: IV:02:01 DATE: October 1, 1981SUPERSEDES POLICY NO.: IV:02:02:01 DATED: March 1, 1978

SUBJECT: Establishment of Positions

APPROVED: Robert O. Riggs, President

Responsibilities and Authority

The final responsibility and authority for the establishment of positions resides in the President whose designee for this purpose is the Business Manager.

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 position. Such a request should contain justification and need for the position, source of funding, and if abolishment of another position is involved, justification of that abolishment. The request should state a recommended rate of pay and include a job description which in turn shall include education and experience qualification necessary to a successful candidacy for the position. The request must be routed through the lines of authority to the Vice President or other individual with management responsibility over the divisional area in which the proposed position would function. Assuming approval by the Vice President or other comparable authority, the request will then be forwarded through the Director of Personnel to the Business Manager who will make his/her recommendation to the President. Only after final approval in writing by the President, routed through the Business Manager, may recruitment steps be taken, i.e., before implementing Policy No. III:01:04, Procedures for Allocation and Recruitment of Faculty, or Policy No. IV:02:02, Employment Procedures for Clerical and Supporting Staff Personnel, the conditions of the above policy must have been met.

REQUEST FOR NEW PERSONNEL POSITION  
TO BE ESTABLISHED

1. Proposed title:
2. Recommended rate of pay:
3. Source of funds:
4. Effective date:
5. Justification for establishing position:\*
  
6. Existing position to be abolished: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes  
A. Budget Account: \_\_\_\_\_ Position No. \_\_\_\_\_  
B. Justification for abolishment:\*
  
7. Attach job description, including education and experience considered necessary to perform duties and list of duties.

\_\_\_\_\_  
Budget Administrator Date

\_\_\_\_\_  
Personnel Director Date

\_\_\_\_\_  
Dean/Director Date

\_\_\_\_\_  
Business Manager Date

\_\_\_\_\_  
Vice President (or other senior administrator) Date

\_\_\_\_\_  
President Date

\* Attach separate sheet if necessary.