I. Institutional Regulations

A supervisor must receive the required authorizations before s/he may begin the process of hiring a Regular, Adjunct, Temporary, or Student employee.

II. Procedure

A. Regular Employees

1. The hiring process for a Regular employee may not begin until a Position Action Request has been initiated and approved.

   Required approvals:
   1. Supervisor through Provost/Dean/Director or higher level
   2. Business Office
   3. Direct Report to the President or President
   4. Cabinet

2. If the request is for a new or changed position, the position shall not be announced as an employment opportunity until the job evaluation process has been completed.

B. Adjunct, Temporary, and Student Employees

1. The hiring process for an Adjunct, Temporary or Student employee may not begin until authorized by the Provost/Dean/Director. The Provost/Dean/Director’s approval on the appropriate employment forms shall serve as documentation of the prior authorization.

2. A Provost/Dean/Director shall not grant authorization to hire if sufficient funds have not been budgeted.