

Subject: EMPLOYMENT
Subject: Authorization to Hire
Number: HR 3115

I. Institutional Regulations

A supervisor must receive the required authorizations before beginning the process of filling a Regular, Adjunct, Temporary, or Student vacancy. The College is not obligated to fill a vacant position.

II. Definitions

A. Vacancy – Any position, either newly created or existing, that is not filled.

III. Procedure

A. Regular Employees

1. The hiring process for a Regular vacancy 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. Appropriate Vice President (unless area is direct report to Executive Vice President or President)
4. Executive Vice President or President
5. 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.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002
Revised: January 1, 2005
February 21, 2017
March 20, 2018