



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: AUTHORIZATION TO FILL VACANT FULL-TIME POSITIONS	Code: CC0101
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Policy Reference: C0503-2, Employee Recruitment, Hiring and Training

Written authorization by the president is necessary before recruitment and selection action takes place toward filling a vacant instructor or staff position.

1. When a supervisor desires to fill a vacant, full-time position (either faculty or staff) s/he should complete a Position Requisition (Form 92:22-D) and submit it to his/her dean/director for approval. When the approval is secured, the Position Requisition is forwarded to the Human Resources division for processing.
2. Human Resources will assign a register number to the Position Requisition and forward it to the associate vice president of Human Resources for approval. The requisition is then reviewed for classification/job description and, when complete, is assigned a job code and salary classification and forwarded to the Budget Office for processing. When complete, the Position Requisition is forwarded to the Affirmative Action Office.
3. The Budget Office indicates whether or not the vacancy is an authorized position and what the budget and pay range is for the position. They code and the budget manager signs the Position Requisition.
4. After Budget Office approval, the requisition is forwarded to the Office of Affirmative Action to include job group utilization statistical information.
5. If approved, the Position Requisition is forwarded to the executive vice president for approval.
6. If approved by the executive vice president, s/he will sign and forward the Position Requisition to the president for approval.
7. If approved by the president, the Position Requisition is returned to Human Resources so the recruitment process can begin.

If the requisition is disapproved anywhere along the line, it should be returned back down the chain so that the originating parties are aware of the decision. The Position Requisition would then be returned to Human Resources and voided.

Office of Responsibility: Human Resources