ADMINISTRATIVE REGULATION AND PROCEDURE

Title: AUTHORIZATION TO FILL VACANT FULL-TIME POSITIONS	Code:	CC0101
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 must complete a personnel requisition using the college's applicant tracking system. The system will allow the selection of approvals through a workflow and the supervisor should include all supervisors up to the Provost/Executive Vice President or divisional Vice President as applicable. The following approvals must be included in the approval workflow;
   - Budget Office (who is responsible for position control and ensuring that the position is funded)
   - Vice President, Human Resources who is responsible for ensuring that the role has gone through the prioritization process and is approved to fill
   - President who is the final approver.
   - Talent Acquisition Partner who is responsible for contacting the hiring manager and initiating the hiring process

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 reason why the requisition is not approved should be noted in the requisition details section. The Position Requisition would then be returned to Human Resources and voided.

Office of Responsibility: Human Resources