

### Approval Process for New Positions (Staff & Faculty)

<b>New Position Request</b>	
<input type="checkbox"/>	Needs of the position are determined by the department: Budget is in place.
<input type="checkbox"/>	Staff Positions: Create position description. Faculty Positions: Determine if position will be tenure track or clinical position.
<input type="checkbox"/>	<a href="#">PA/PRR</a> is created and salary is reviewed/approved by Appointing Authority (AA) and VC Finance & Admin.
<input type="checkbox"/>	Civil Service and Administrative Professional position descriptions are reviewed by HRS; HRS determines classification.
<input type="checkbox"/>	Position description is entered in OPDRS, reviewed and approved by HRS and AA *Once approved, PA/PRR is submitted to Position Control by Payroll Supervisor.
<b>Salary Information (Staff)</b>	
	All Civil Service position are entered at “Step A” (WAC 357-16, <a href="#">BPPM 60.18</a> ). Additional approval process to hire above “Step A.”
	Administrative Professional staff are budgeted at the “average” for the classification and hired between the minimum and average of the salary range. Additional processes to hire above the average salary.

### Approval Process for Existing Positions

<b>Recruit for Existing Position</b>	
	Prior to requesting recruitment for a position, the department considers the need, budget, position allocation, position function (including a current position description and performance expectations), staffing level implications, and salary.
<input type="checkbox"/>	<b>Staff Positions</b> <ul style="list-style-type: none"> <li>○ Position Description (PD) is reviewed by department and updated/re-classified as necessary. Submitted to HRS for review/approval</li> <li>○ Posting is created and entered into OPDRS-submitted to HRS for review</li> <li>○ HRS submits posting to AA for review/approval to post. Once approved, HRS posts the position</li> <li>○ If position is not approved or changes are made by the V.C.-The V.C- will contact the appropriate individual to discuss</li> </ul>
<input type="checkbox"/>	<b>Faculty Positions</b> <ul style="list-style-type: none"> <li>○ Posting is created in OPDRS after NOV has been completed</li> <li>○ Posting submitted to HRS for review/approval with NOV-advertising plan and search committee information</li> <li>○ HRS submits action to AA for review/approval to post. Once approved, HRS post the position</li> <li>○ If position is not approved or changes are made by the V.C.-The V.C-. will contact the appropriate individual to discuss</li> </ul>