

COLLEGE OF MICRONESIA – FSM

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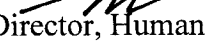
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Office of Human Resources

January 20, 2010

MEMORANDUM

TO: All Concerned

FROM:  Director, Human Resources Office

THROUGH: Vice President for Administrative Services 

SUBJECT: **Newly Approved Procedures for Creating New Position**

The Cabinet recently approved the proposed Procedures for creating new positions in the College. They were circulated for College input following review by the Personnel Committee and Cabinet during fall 2009.

The Procedures plus forms are attached here for your use, information, and sharing with others.

Thank you and please let me know if you have any questions.

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PROCEDURES FOR CREATING NEW POSITION

INSTRUCTIONS: Please complete the checklist on page three of this document and forward it with the list of major functional responsibilities and a current organizational chart. Correct information and completed information will help expedite the review process.

REQUIREMENTS:

Creating of new positions within the college must follow accurate need assessment using the College's established key indicators, enrollment trends, available resources, strategic goals and priorities. All anticipated new positions must go through a complete review process before they can be inserted into a budget.

PURPOSE:

These procedures assure availability of resources to support new positions and alignment of resources allocation with planning.

STEPS TO BE TAKEN:

Director of unit or Campus is to submit the completed checklist and provide all required and necessary information listed on the form. Care and accuracy of information provided must be reviewed with all parties involved with this position. The following sections explain each review process.

1. Director of unit or Campus Supervisor is to forward the checklist form and necessary information to the appropriate VP for the desired position for review and endorsement.
 - a) VP has the authority to return and not forward beyond his /her office based on his/her review of submitted information.
 - b) VP is to consult with HR for the accuracy and relevance of duties described, accuracy and relevance of organizational chart used and salary placement.
2. VP if endorsing the proposed new position will transmit the package to the Finance Committee for further review.
 - a) Care should be given to the overall review of the impact of the position on the office and college-wide and provide all necessary supporting information for the next step in the review process.
3. Finance Committee will review and may forward to Planning and Resources Committee the package if endorsed or return to VP if not endorsed with clearly written basis for the decision.
 - a) The standard of review is of the financial nature of the position and validity of the projected financial obligation of the office/campus/college.

Cabinet Approved 1/18/2010

4. Planning and Resources Committee may forward the package on to the Cabinet if endorsing the proposed new position. Cabinet will review and if approved will transmit to Finance Committee and the requesting office/campus to include in the budget preparation and submission.
 - a) The standard of review is about the overall impact of the new position on the college and how it figures into strategic planning and budgeting for the college and specific department. This includes the measurement of expected outcomes against the institutional priorities, vision, mission and goals.

CONDITIONS:

For approved positions that are not filled within budgeted year, they will be reviewed by Finance Committee before the next budget year preparation for necessary actions. This committee will make proper recommendations on the actions to be taken on each position and forward to Planning and Resources Committee for endorsement. PRC will transmit to Cabinet for further action. Cabinet reviews and approves the recommendation and the decision is to be communicated to relevant VP, Office/Campus and HRO. When positions are approved for deletion or transference to another office/department, the decision is final and is made in the best interest of the college as a whole.

For all approved new positions, Human Resources Office is to receive confirmation for advertisement and planning of necessary budgets and work assignments within the office. Human Resources Office is to coordinate with offices/campuses for new positions to be advertised and filled within budget year.



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CHECKLIST REQUEST FOR NEW POSITION FORM

Instructions: Form must be completed fully; incomplete form will be return to sender. Attach the most current office/campus organizational chart showing the placement of this position and its relationship to other functional areas. Include a summary of functional responsibilities for all position on your organizational chart(s) including any part-time positions.

Position to be budgeted under FY: []

Position Title: []

1. List 5-10 major functional responsibilities of the desired position in the categories of which they belong. [Example; Teaching, Clerical, Supervisory, etc.] Use action verbs to describe the duties.

[Empty text box for question 1]

2. Who has been performing the duties describe above all this time? Why can't they continue?

[Empty text box for question 2]

3. Why do you need this position at this particular time?

[Empty text box for question 3]

4. What is the result on the office/campus/department if the position is not budgeted at the time requested?

[Empty text box for question 4]

5. How will it be budgeted? List funding sources and duration of commitment.

[Empty text box for question 5]

6. Does the office or the campus have an office space, computer, supplies, etc., to support this position within the budget year and beyond. Explain.

[Empty text box for question 6]

7. If your request for this new position is not approved, how will you manage?

[Empty box for response to question 7]

8. [For Instructional positions] Do you have the student enrollment to support this position? What is your current faculty/student ratio based on the established institutional effectiveness indicators? How are you doing in meeting this indicator?

[Empty box for response to question 8]

9. [For all others] What is the established enrollment indicator for this type of position in this office, campus and/or college-wide? How are you doing in meeting this indicator?

[Empty box for response to question 9]

10. Aside from the salary, what are other expected costs to the college and your office if the position is approved? Are these budgeted/ provided for by your office/campus? If not, who provides for these and how?

[Empty box for response to question 10]

REQUESTED & SUBMITTED BY:

Unit/Campus Director: _____
Print Name Signature Date

Comments: _____

REVIEWED & FORWARDED BY:

Recommended
 Not Recommended
 Others: _____
Specify decision below

Comments: _____

Vice President: _____
Signature Date

FINANCE COMMITTEE REVIEW:

- Recommended
- Not Recommended
- Others: _____

Specify decision below

Comments: _____

Committee Chair: _____
Signature Date

PLANNING & RESOURCES COMMITTEE REVIEW:

- Recommended
- Not Recommended
- Others: _____

Specify decision below

Comments: _____

Committee Chair: _____
Signature Date

REVIEW & PLACEMENT BY HUMAN RESOURCES OFFICE:

Job Title:	Job Classification:	
Pay Level:	Steps:	Salary Range:

Comments: _____

Human Resources Office Director: _____
Signature Date

PRESIDENT'S REVIEW AND APPROVAL:

- I am approving this request per comments above
- I DO NOT approve this request
- I am recommending: _____

Specify decision below

Comments: _____

President: _____
Signature Date