

## Guidelines for Processing Requests for New Hires/Replacement Positions

**A Request for Personal Services (RPS) is required for all staff positions being filled – new or replacement – along with a position description printed on Human Resources form. Position review and approval by Human Resources is required prior to submission of search or advertisement of position.**

### **RPS signatures required –**

#### Academic Professionals –

Fiscal Officer  
Dean/Director  
Division Head  
AEO Officer  
Chancellor (signs new permanent or visiting hires including adding back previously cut positions)  
Provost

#### Academic Hourly –

Fiscal Officer  
Dean/Director  
Division Head  
Provost

#### Civil Service –

Fiscal Officer  
Dean/Director  
Division Head  
Chancellor (signs new permanent hires including adding back previously cut positions - does not sign temporary extra help)

#### Extra Help –

Fiscal Officer  
Dean/Director  
Division Head

#### Student –

Fiscal Officer

The Position Description, printed on the Human Resources form, should be signed by

- Supervisor
- Dean/Director
- Division Head

**Academic Professional – New or Replacement (including visiting) – 4 Originals sent to Academic Affairs Office**

1. **Memo of justification** for the position from the Dean/Director addressed to the Division Vice Chancellor and Chancellor. RPS and position description on Human Resources form must accompany memo.

Signature Approval Lines for memo:

- Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
- Chancellor

2. **Search Plan – Position review and approval by Human Resources is required prior to submission of search plan or advertisement of position.**

Signature Approval Lines:

- Dean/Director
- Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
- Access & Equal Opportunity Officer

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

3. **Request Waiver of Search** and hire of visiting AP (3 originals) sent to Academic Affairs Office –

- Memo of justification with signature lines for –
  - Dean/Director
  - Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
  - Access & Equal Opportunity Officer
  - Chancellor
- RPS & position description on Human Resources form
- Vita of person recommended to hire.

A signed original will be returned to the Dean/Director's office

4. **Request to Interview** (including vitae) – 4 originals sent to Academic Affairs office

Signature approval lines for –

- Dean/Director
- Access & Equal Opportunity Officer
- Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

5. **Recommendation to Hire** (including vita) – 4 originals sent to Academic Affairs office

Signature approval lines for –

- Access & Equal Opportunity Officer
- Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

## **Faculty Hire – 4 originals sent to Provost Office**

1. **Memo of Justification/Request for Position** from the Dean/Director addressed to the Provost/VCAA and Chancellor

Signature Approval Lines:

- Provost/VCAA
- Chancellor

A signed original will be returned to the Dean/Director's office

2. **Search Plan** (including advertisement and position description) –

Signature Approval Lines:

- Dean
- Provost/VCAA
- Access & Equal Opportunity Officer

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

Request for **Emergency ad** run prior to search plan –

Signature Approval Lines:

- Dean
- Provost/VCAA
- Access & Equal Opportunity Officer

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

3. **Request to Interview** (including vitae) – 4 originals sent to Provost office

Signature approval lines for –

- Dean
- Access & Equal Opportunity Officer
- Provost/VCAA

A signed original will be returned to the Dean/Director's office and to the chair of the search committee

4. **Recommendation to Hire** (including vita) – 4 originals sent to Provost office

Signature approval lines for –

- Dean
- Access & Equal Opportunity Officer
- Provost/VCAA

A signed original will be returned to the Dean/Director's office and to the chair of the search committee