SUBJECT: New Positions

The following policy will apply to the creation of new positions for faculty, administrative or classified personnel.

I. Faculty and Administrative

Once a need for an additional position has been determined, a recommendation is prepared and submitted through the appropriate dean and/or Vice President of Instruction and to the President. The President of the College may recommend approval of the position to the Board.

Requests for new positions should include anticipated salary expense. New faculty will be paid according to the faculty salary schedule, depending on their educational achievement and experience. Normally the Vice President of Instruction will make a salary recommendation based upon the following considerations:

1. College teaching assistant, public school teaching, and experience will be equated as two (2) years external for one Midland College year.

2. One year external college teaching will be equated as one Midland College year. Experience outside Midland College may be recognized by placing the person on the salary schedule at any step, not to exceed step 10.

The salary recommendation for an administrative position will be reviewed by the Human Resources Director to ensure equity and comparability to prevailing salaries. All information will be forwarded to the President for his review and salary determination. No employment offer may be initiated until the President has approved the position and established the salary level.

II. Classified

Departmental supervisors requesting new classified positions will obtain a classification questionnaire from the Human Resources Office. The questionnaire must be completed to describe the duties, responsibilities, required skills and justification for an additional position. This request must be forwarded to the respective dean and/or Vice President and then to the Human Resources Office.

The Human Resources Office will evaluate the questionnaire and utilize the point/factor comparison method to determine the appropriate salary level for the position. A recommendation will be forwarded to the President for his review. No employment offer may be initiated until the President has approved the position and salary level.