
Chapter: Personnel

Modification No. 001

Subject: **Establishment of Positions**

- I. The Board of Trustees, based on recommendations of the President, establishes the total number of regular College positions consistent with efficient operation of the College and the successful achievement of its goals. Additional temporary positions for specific assignments and limited periods of time may be authorized by the President as necessary to help meet efficiently any unforeseen and temporary needs of Montgomery College.
- II. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987.

Chapter: Personnel

Modification No. 002

Subject: **Establishment of Positions**

I. Responsibility for Establishing Regular Positions

- A. The President shall recommend to the Board of Trustees the total number of regular positions deemed necessary to carry out the mission of the College. A regular position is one which has been established by the Board with the anticipation that it will be necessary to maintain the existence of such position indefinitely on a continuous year-round, academic year, or other basis.
- B. Regular faculty and staff positions may be authorized on an annual basis, or less, and may be full-time or part-time, as approved by the Board of Trustees on recommendation of the President.
- C. Temporary faculty and staff positions for specific assignments and limited periods of time may be authorized by the President. A temporary position is not continuous in nature and shall be automatically abolished when the designated time period has expired, unless otherwise approved by the President for an extension.

II. Procedures for Establishing Regular Positions

- A. During Budget Preparation. Requests to establish additional regular positions are to be made through the College budget process.
- B. After Budget Adoption. Requests to establish additional regular positions which were not budgeted must be approved by the Director of Human Resources before submission to the President and the Board of Trustees. Such requests must indicate the source of funding available to support the position(s).

III. Procedures for Establishing Temporary Positions

Requests to establish temporary positions are to be made through the Director of Personnel Services to the Chief Administrative Officer. These requests should be made in memorandum format detailing the specific assignment to be carried out, the specific period of time for which the position shall be needed, and the source of funding.

Administrative Approval: September 21, 1987; November 6, 1989.