

---

## Position Establishment/Disestablishment Policy

---

### Department Policy Number

080 002

### Effective Date

Revised January 2003

### Purpose

This policy outlines the position establishment and disestablishment process for all permanent and term academic, professional and support positions.

### Definitions

**The Board**                      The Governors of Athabasca University

### Policy

The board establishes and disestablishes the following positions:

- (a) academic positions (permanent and term)
- (b) professional positions (permanent and term greater than six months)
- (c) support positions (permanent).

Temporary support positions are established by Executive Group through the recruitment approval process.

Casual support, casual wage and casual/term (less than six months) professional positions do not require formal establishment.

#### 1.0 Process – The board

- 1.1 The President makes a recommendation for position establishment to the board.
- 1.2 Once establishment has been approved, Department Heads are notified, and recruitment can commence subject to funding provisions.



- 1.3 Positions formally established through the board are assigned a position number, appear on the organization chart, and, with the exception of academic positions, are subject to formal classification review.
- 1.4 Notification of an extension to the board established term-specific position is provided to the Governors of Athabasca University.
- 1.5 When a term-specific position ends, the position file is closed and the position is automatically considered to be removed from the establishment and the organization chart.
- 1.6 Where it is deemed that a permanent position is no longer required, a recommendation for disestablishment is made by the President to the board.
- 1.7 Human Resources, on behalf of the President, prepares a report for the board documenting the background/rationale for the establishment and disestablishment of positions.

### **Regulation**

### **Procedure**

### **Approved By**

President, April 25, 2003

### **Amended Date/Motion No.**

Reformatted July 2006

### **Related References, Policies and Procedures**

[020 001 - Academic Staff/Professional Hiring Guidelines Policy](#)

[020 002 - AUPE Permanent and Temporary Support Staff Hiring Guidelines Policy](#)

Athabasca University Budget Process

### **Applicable Legislation/Regulation**

[Post-Secondary Learning Act](#)

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

[AUPE Collective Agreement](#)

[Freedom of Information and Protection of Privacy Act](#)



### **Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at <http://intra.athabascau.ca/hr/dept.htm>.

### **Keywords**