

<b>Position Establishment/Disestablishment Procedure</b>			
<b>Parent Policy</b>	Position Establishment/Disestablishment Policy		
<b>Policy Sponsor</b>	Human Resources	<b>Category</b>	Administrative
<b>Policy Contact</b>	Chief Human Resource Officer	<b>Effective Date</b>	September 5, 2018
<b>Procedure Contact</b>	Chief Human Resource Officer	<b>Review Date</b>	September 5, 2023

### 1. Purpose

To set out the procedures for recommending the establishment and disestablishment of all academic, professional, and support positions for approval by Executive Team.

### 2. Scope

These procedures apply to all departments/divisions and faculties within Athabasca University.

### 3. Definitions

<b>Executive Team</b>	Is comprised of the President; Provost and Vice-President Academic; Vice-President, Finance and Administration and Chief Financial Officer; Vice-President, Information Technology and Chief Information Officer; Vice-President, University Relations; University Secretary; Chief Human Resource Officer; the Chief of Staff, Office of the President, and any other position as so designated.
<b>Department Head</b>	Senior administrative officer of a faculty or department/division

### 4. Guiding Principles

4.1. All approvals for the establishment and disestablishment of positions will be done in accordance with the "Position Establishment/Disestablishment & Recruitment Matrix", appended to these procedures as Appendix A, and as amended from time to time.

4.2. Recommendations for the establishment of a position will be brought forward by the applicable Executive Team member for approval.

4.3. If the position establishment is approved, Department Heads are notified and recruitment can commence in accordance with recruitment policies and

procedures and subject to funding provisions.

- 4.4. Positions formally established as approved are assigned a position number, appear on the organization chart, and, with the exception of academic positions, are subject to formal classification review.

- 4.5. The Executive Team shall be notified of an extension to an established, term-specific position in accordance with the recruitment matrix.
- 4.6. 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.
- 4.7. Where it is deemed that a permanent position is no longer required, a recommendation for disestablishment is made to the Executive Team.

## 5. Applicable Legislation and Regulations

**All collective bargaining agreements in which the Governors of Athabasca are a party.**

[Freedom of Information and Protection of Privacy Act, R.S.A 200, c. F-25,](#)  
[Post-Secondary Learning Act, R.A. 2003, c. P-19.5,](#) as amended

## 6. Related Procedures/Documents

[Appendix A: Position Establishment/Disestablishment & Recruitment Matrix](#)  
**Athabasca University Budget Process**

## History

<i>Date</i>	<i>Action</i>
September 5, 2018	Executive Team (approved)