

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**ESTABLISHMENT OF POSITION**

**SECTION 1—REQUEST AND AUTHORIZATION FOR POSITION**

Regular positions planned for the following fiscal period must be presented to the President for approval prior to the final budget presentation to the Board of Trustees. Such requests must be accompanied by an appropriate job description and recommended salary.

During any fiscal period, situations demanding temporary positions (except part-time and CES faculty) may be approved by the President if they can be financed within budget allocations

**SECTION 2—FORMULATION OF JOB DESCRIPTION**

A standard job description format will be used by all College departments. The development of this format shall be the responsibility of the Executive Director of Human Resources.

The formulation of the job description for the new position shall be the joint responsibility of the Executive Director of Human Resources and the appropriate executive administrator or President.

All job descriptions shall be released from the Human Resources Office.

Revised—Administrative Committee  
January 15, 1980  
Reviewed—July, 1988  
Revised—Cabinet  
February 3, 1997  
February 18, 2003  
Reviewed—Human Resources—No Changes  
August 14, 2019