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**PROCEDURE TO ESTABLISH A NEW POSITION  
OR CHANGE A CURRENT POSITION  
(Regardless of Funding Source)**

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**PURPOSE:** To ensure that a request for a new position is consistent with budgetary priorities and the administrative plan for Boise State University.

**I. Position Definitions**

**A. Faculty and Teaching Staff Position:**

1. A position will be considered an "official faculty" position if it customarily entails conducting instruction, research, or public service as a principal activity and carries academic rank/title of professor, associate professor, assistant professor, instructor, or the equivalent of any of these academic ranks. Teaching staff would include adjunct faculty, teachers, coaches, resident directors, and those principally engaged in academic research.

**B. Executive/Administrative Position:**

1. A position will be considered an "Executive/Administrative" position if it customarily requires primary and major responsibility for management of the institution or a recognized subdivision thereof. To meet Fair Labor Standards Act (FLSA) Certification for this category of position, the position assignments must require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category must customarily require the incumbent to exercise discretion and independent judgment, to direct the work of others, and to devote no more than 20 percent of hours worked to activities not directly and closely related to administrative duties. This category includes all officers holding such titles as President, Vice President, Dean, Director, or equivalent, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, etc., if their principle activity is administrative. Supervisors of professional employees are included.
2. A position in the "Executive/Administrative" category must meet the Idaho Code "Officer" position description, which means President, Vice President, Dean, Director, or a position which has a salary of the paygrade equivalent to three hundred fifty-five (355) Hay points in the State Compensation Schedule. This is equivalent to paygrade "J" on the Hay Compensation Schedule.
3. A position in the "Executive/Administrative" category requires not less than an earned bachelor's degree from an accredited college or university, in a related field, or equivalent experience and demonstrated abilities for the job as described.

**C. Managerial/Professional Position:**

1. A position will be considered a "Managerial/Professional" position if it entails performing academic support, student service and institutional support activities, or assignments that require either college graduation or experience of such kind and amount as to provide a comparable background. To meet Fair Labor Standards Act (FLSA) Certification for this category, the position must involve as a primary duty either: (1) work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; OR (2) work that is original and creative in character in a recognized field of artistic endeavor and the result of which depends primarily

- on the employee's invention, imagination or talent; OR (3) work as a teacher certified or recognized as such. Furthermore, the employee in a Managerial/Professional position must: (1) consistently exercise discretion and judgment; (2) do work that is predominantly intellectual and varied, as distinguished from routine or mechanical duties; and (3) must not spend more than 20 percent of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties. The "Managerial/Professional" category includes employees with such titles as librarian, accountant, personnel manager, counselor, system analyst, coach, or lawyer, for example.
2. A position in the "Managerial/Professional" category must meet Idaho Code by having an annual salary not less than the minimum salary of the paygrade equivalent to three hundred fifty-five (355) Hay points in the State Compensation Schedule. This is equivalent to paygrade "J" on the Hay Compensation Schedule.
  3. A position in the "Managerial/Professional" category requires not less than an earned bachelor's degree from an accredited college or university, in a related field, or equivalent experience and demonstrated abilities for the job as described.

**D. Classified Position:**

1. A position will be considered a "classified" position if it has been delegated support staff functions. If the position neither entails teaching or faculty responsibilities nor meets criteria for "Executive/Administrative" or Managerial/Professional" designation, the position shall be considered a support staff function and established as a classified position.
2. Classified positions must be established, recruited for, and appointed in compliance with State merit system rules and regulations regardless of funding source.

**II. Procedures to Establish a New Position or Change an Existing Position**

New positions may be established either (1) within the annual budget allocation process or (2) outside the annual budget allocation process. New positions established within the annual budget allocation process are coordinated in conjunction with the Vice Presidents, the Budget Office, Human Resources, and Affirmative Action. New positions established outside the annual budget allocation process must be established through procedures II. A-D below.

Departments are encouraged to begin the process of establishing or changing a position at least two months prior to the anticipated date for filling the position. Additionally, a new position cannot be filled until all appropriate approvals, including approval by the State Board of Education and the Division of Financial Management, have been received.

Departments requesting approval to establish a new position outside of the annual budget allocation process or requesting to change a position must adhere to the following procedures.

- A. Departments requesting a new position or a change to an existing position, regardless of funding source, must justify and seek approval for the position or change by preparing a justification (memo format) as to why the position needs to be established or changed. The following information should be included in the justification:

Explain why the new position or position change is needed, funding source(s) and any grant information, contract periods, likelihood of refunding, account code, hours per week, months per year and any other pertinent information which could affect this position.

- B. The request/justification memo with supporting documentation should be forwarded to the Dean/Director for approval. If the request is approved, the Dean/Director then forwards the request/justification memo to the appropriate Provost, Vice President, or President for approval. If the request is denied, the request/justification memo is returned to the originating department.
- C. If the Provost, Vice President, or President approves the request, he or she takes the request to the President's Group. This group consists of the President, the Provost and Vice President for Academic

Affairs, the Vice President for Finance and Administration, and the Vice President for Student Affairs. The President's Group approves/denies the type of position, FTE, length of contract, budget account, and identifies the State Board of Education agenda report date. If the request is denied by the Provost, Vice President, President, or President's Group, the request/justification memo is returned to the originating department.

- D. The type of position approved by the President's Group will determine the remaining procedures, as identified below:

#### Faculty Position

1. The Provost's Office notifies Human Resources, Affirmative Action, the Budget Office, and the Dean/Director of authorization, position type, and agenda report date via copy of the approved request/justification memo. A position description detailing additional administrative or ancillary responsibilities will be required if necessary in addition to faculty responsibilities.
2. The Budget Office authorizes and assigns a PCN number.
3. Human Resources prepares a Position Action Form which is the reporting document for approval from the Division of Financial Management and provides information to the Vice President for Finance & Administration for placement on the State Board of Education agenda.
4. Affirmative Action sends originating department an ADA questionnaire which must be completed and returned to Affirmative Action.
5. See [BSU 4340, Employment of Official Faculty](#), for faculty position recruitment and selection process.

#### Executive/Administrative and Managerial/Professional

1. The Provost or appropriate Vice President notifies Human Resources, Affirmative Action, the Budget Office, and the Dean/Director of authorization, position type, and agenda report date via copy of the approved request/justification memo.
2. Human Resources sends a Job Description Questionnaire (JDQ) and Americans with Disability Act (ADA) Questionnaire to requesting authority for completion.
3. Requesting authority completes and returns JDQ, ADA Questionnaire, and organizational chart to Human Resources.
4. Human Resources prepares a Position Action Form which is the reporting document for approval from the Division of Financial Management and provides information to the Vice President for Finance & Administration for placement on the State Board of Education agenda.
5. See pertinent policy for Administrative/ Executive/ Professional/ Managerial position recruitment and selection process.

#### Classified Position

1. The Provost or appropriate Vice President notifies Human Resources, Affirmative Action, the Budget Office, and the Dean/Director of authorization, position type, and agenda report date via copy of the approved request/justification memo.
2. Human Resources sends Classified Position Description Questionnaire (PDQ) and Americans with Disability Act (ADA) Questionnaire to requesting authority for completion.
3. Requesting authority completes and returns PDQ, ADA Questionnaire, and organizational chart to Human Resources.
4. Human Resources prepares a Position Action Form which is the reporting document for approval from the Division of Financial Management and provides information to the Vice President for Finance & Administration for placement on the State Board of Education agenda.

5. Human Resources conducts job analysis; recommends classification and compensation for position; coordinates all actions with department representative and Idaho Personnel Commission.
6. See [BSU 7340](#) for Classified position recruitment and selection process.