

Policy Name: Position Establishment/Disestablishment Policy			
Policy Sponsor	Human Resources	Category	Administrative
Policy Contact	Chief Human Resource Officer	Effective Date	September 5, 2018
Approved By	Executive Team	Review Date	September 5, 2023
Approved Date	September 5, 2018		

1. **Purpose:** To establish the authority and approvals required for the establishment and disestablishment of all employment positions to promote operational efficiency in compliance with legislative and collective agreement requirements.
2. **Scope:** This policy applies to the establishment and disestablishment of all academic, professional, and support positions.

3. Definitions

Board	Board of Governors of the Athabasca University
Executive Team	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.

4. Guiding Principles

- 4.1. The Executive Team is responsible for the establishment and disestablishment of all academic, professional, and support positions, except as established by this policy.
- 4.2. The President has accountability to the Board for all position establishment and disestablishment decisions.
- 4.3. In making recommendations, the applicable Executive Team member will ensure that it has taken into consideration all relevant factors in supporting the rationale for the establishment or disestablishment of a position, including but not limited to:
 - a) Strategic alignment with Athabasca University's strategic plan;

- b) Collective agreements and other contractual obligations; and
- c) Other legislative or regulatory requirements.

4.4. Recommendations and approvals of all position establishment or disestablishment will be in accordance with any related procedures, as may be amended from time to time.

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](#),
as amended [Post-Secondary Learning Act, R.A. 2003, c. P-19.5](#),

6. Related Procedures/Documents

[Position Establishment and Disestablishment Procedure](#)

History

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