

<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)