

MEDICAL COLLEGE OF OHIO

Subject: POSITION AUTHORIZATION FORM

Policy No.: 05-070

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In order to recruit for a vacant position, the MCO Personnel Authorization Form (PAF) must be completed and approved prior to the commencement of any recruitment activity.

A Department Head/Chair must begin the process by completing sections A, B and D on the MCO Personnel Authorization Form. Once complete, the Department Head/Chair is responsible for obtaining the next level approval. In the Operations Division, the administrator is considered next level; in Academic areas, the Vice President for Academic Affairs/Dean of the School of Medicine is considered next level. Grant funded accounts (i.e. accounts in the 93,000-95,000 range), require approval of the Associate Vice President for Research Positions with funding in the 96,000 series will require approval of the Vice President of Academic Affairs/Dean of the School of Medicine.

If a position was a budgeted position, and will not add dollars, hours of FTE's to a departmental budget, the PAF will then be forwarded to the Human Resource Department to begin recruitment. Human Resources will also involve the Budget Department for position control purposes, although Budget approval will not be required prior to offering employment to a qualified candidate(s).

If the position is a new position to the organization, and adds dollars, hours or FTE's to a departmental budget, approvals of appropriate Vice President must be obtained. If approved, the PAF will be forwarded to Human Resources where compensation and Union status will be finalized, Budget approval will be obtained, and then the recruitment process may begin. Department Heads/Chairs will be contacted by their Human Resource Representative after all approvals are obtained to finalize a recruitment plan and begin the process.

Positions will be tracked and identified by a number imprinted in the upper right hand corner. The internal/external Jobline will be updated regularly.

Source: Vice President for Operations

Effective Date: 01/05/98

Revision/Review Date:

07/01/99 Reviewed

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