


<p>Name of Policy: Position review committee.</p> <p>Policy Number: 3364-25-03</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Human Resources and Campus Safety</p> <p>Scope: all University of Toledo Campuses</p>	 <p>Original Effective Date: July 28, 2008</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

Whenever a non-grant funded position (faculty or non-faculty) becomes vacant or a new position is created, the hiring department must complete a position justification form, organizational chart and position/job description which includes up-to-date position duties and qualifications. This policy includes all temporary and part-time non-grant funded positions.

(B) Purpose of policy

To strategically review all positions in conjunction with the mission and vision of the University of Toledo.

(C) Procedures

- (1) The hiring department shall complete a position justification form, organizational chart, position/job description to include up-to-date position duties and qualifications.
- (2) The current approval steps will remain in place, i.e., department/college administration initiates the request, authorized budget approval, executive level approval, position review committee approval, and human resources approvals are required.
- (3) A position review committee shall review and have the authority to approve or disapprove all positions requested. The position review committee shall consist of the following: vice president of human resources, vice president of finance, vice president and executive director of the University of Toledo Medical Center.
- (4) After the approval of the position review committee, positions will be recruited and filled under existing procedures in place at the appropriate campus i.e., collective bargaining agreements, federal employment requirements, faculty appointments and promotion policies, etc.

<p>Approved by:</p> <p><u> /s/ laj </u> Lloyd A. Jacobs, M.D. President</p> <p><u> August 12, 2008 </u> Date</p> <p><i>Reviewed by: Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>05-089 Position Review Committee</i></p> <p>Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011</p>
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