

University of Northern Colorado  
Human Resources Administrative Policy

New Classified and Professional Administrative Position Requests  
HR004

**Scope:**

The intent of this policy is to provide guidance to hiring authorities to determine when new position requests for professional administrative or classified positions are appropriate, and how to best invest our limited personnel resources to enhance service to our students.

**Authority:**

Article 6 of the University Regulations provides further guidance on Personnel matters. The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction giving consideration to the current operating context and strategic needs.

**Form:**

Position Creation/Change Form (PCCF)

**Guidance:**

As we make changes to our organizational structure, all proposals for personnel investments should address the following key questions:

1. Does the proposed position increase the staff time spent working directly with students to enhance student success?
2. Does the proposal increase operational efficiencies?
3. For existing leadership positions, does the proposal result in a span of control of 5-7 or more direct reports? If not, why not?

Requests for new positions will be reviewed and discussed by the President's Cabinet and must include the following information for consideration:

1. **Executive Summary:** The Executive Summary should address the proposed changes and answer the questions above. Proposals should also provide relevant context for the designated Vice President to make a well-informed decision.
2. **Organizational Charts:** Specifically include (1) an org chart prior to the 2018 budget cuts, and (2) an org chart with the proposed organizational change(s).
3. **Funding:** Attach the completed PCCF form with a brief narrative. The PCCF details by FOAP budget increases or decreases expected because of the proposed changes.
4. **Peer Comparisons:** Articles or research that support the proposal, including staffing and structure comparisons from the following Higher Education peers:
  - University of Colorado, Colorado Springs
  - Bowling Green State University
  - Illinois State University
  - Indiana University of Pennsylvania
  - Northern Illinois University
  - University of North Carolina-Greensboro

**Date Issued:** September 5, 2019

**Contact for Questions:** Human Resources (970) 351-2718

**Issued By:** Marshall Parks, Director of Human Resources