

Standard Practice Guide Policies

New and Changed Positions

201.34

Applies to: Regular staff except those covered by the terms of a collective bargaining agreement.

I. POLICY

The University may establish or change positions.

II. DEFINITIONS

- A. A “position” is a group of duties, responsibilities and working conditions requiring the service of one person for the hours per week specified.
- B. A “market referenced” position is one that is mapped to a market title based upon 60% or more of the primary duties aligning with the market description.
- C. The “mapping” of a position is the assignment of a position to a market title.

III. REGULATIONS

- A. New positions are mapped and existing positions re-mapped at the request of the department.
- B. Employees may initiate a review of their position's market title by contacting their supervisor or the appropriate department Human Resources Office or University Human Resources.
- C. Positions may be established or changed only after the following conditions have been met:
 - 1. Approval by the appropriate department budget authority; and
 - 2. Approval of the classification by the appropriate Human Resources Office.
- D. Applicants for employment may not be hired or processed before a position is established or classified.

Notes

This SPG was updated in October 2023 with related links.

Changes made on 6/16/2016 update terminology used in the Career Family Classification System

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Related Links:

Procedure (<https://hr.umich.edu/working-u-m/management-administration/uhr-procedures/20134-0-new-changed-positions>)

Positions Requiring Regental Approval (<https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/faculty-appointments/academic-personnel-regents-communication-manual>)

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