

SECTION: 3.0 PERSONNEL

SUBJECT: NEW POSITIONS

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**Title:** Establishment of New Positions

**Background:** To define the difference between permanent and temporary positions at Lewis-Clark State College (LC State)

**Point of Contact:** Human Resource Services

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Administrative Services

**Date of approval by LC State authority:** November 1983

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** June 2018

**Summary of Major Changes incorporated in this revision to the policy:** Added the completion of the New Position Approval Form to 1.A.

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## 1. Positions Classified on the Basis of Duration

### A. Permanent Positions

A permanent position is one that is established with the intention that it will continue indefinitely. Once established, through the [Open Position and Affirmative Action Packet](#), it continues to exist, whether filled or vacant, until abolished.

- i. A permanent position may be faculty, exempt, or classified.
- ii. A permanent position may be part-time or full-time and it may be filled by an appointment that is temporary, probational, fixed-term, continuing, with or without tenure. It is the position, not the appointment that is permanent.
- iii. A permanent position is designated as “permanent” solely on the basis of intent as to its duration, irrespective of the duties, the appointment, the funding, or any other consideration.
- iv. A permanent position will be automatically deleted by the state if it is vacant for a period of one year.

### B. Temporary Positions

- i. A temporary position is one that is established for a definite period.
- ii. Typically, the duration corresponds to the period of a grant or contract. Irregular help and student help, though not necessarily established for an explicit duration, are, for the purposes of this and related policies, not considered to be permanent positions.

## 2. Authorization of Temporary Positions

Temporary and irregular help positions may be approved by the appropriate vice president or president (in the case of Direct Reporting Unit’s). There can be no commitment to continue a temporary position beyond the length of time specified when it is established. In particular, there can be no commitment to continue on appropriated funds a position initially established with non-appropriated funding.