



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	Number:	201.34
		Revised:	7/1/05
SUBJECT:	New and Changed Positions	Date Issued:	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources Office and the Office of the Provost and Executive Vice President for Academic Affairs		

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 “classification” is a group of positions sufficiently similar in content of duties and responsibilities that the same University title and pay grade is assigned to each position.
- C. To “classify” is the assignment of a position to a classification.

III. Regulations

- A. New positions are classified and existing positions reclassified at the request of the department.
- B. Employees may initiate a review of their position classification by contacting the appropriate Human Resources Office.
- 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.

Procedures: <http://www.umich.edu/~hrra/procedures/spg201-34.htm>