New and Changed Positions

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

<table>
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<tr>
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<tbody>
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</tbody>
</table>

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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