

Minimum Qualifications for Administrative Positions

Policy 2.14

Responsible Executive: Vice President of Human Resources

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Contents (if more than three pages)

N/A

Policy Statement

As an institution of higher education, the University supports the concept of an educated workforce. The University also desires to offer opportunity for development and career advancement to employees through transfer or promotion from within the University.

Generally, administrative positions require the skills and knowledge obtained through the acquisition of a bachelor's degree or higher. Occasionally, there may be a position which requires a specialized set of skills or certification not necessarily acquired through the pursuit of a bachelor's degree in order to perform the essential functions of the position. In such instances, the hiring authority (Dean or Vice President), in consultation with the Vice President of Human Resources, may determine that the bachelor's degree, though desirable, is not required, but that the other specialized skills, experience or certification may be substituted.

Reason for Policy

Clarity of standards facilitates equitable treatment of employees.

Entities Affected by this Policy

All units of the University.

Web Address

http://www.roosevelt.edu/policies

Related Documents

None

Implementation

At the time a position is initially created, the minimum qualifications for the position are established through the creation of a job description.

When an existing position becomes vacant, the hiring authority may review and revise the minimum qualifications for a position through a revision of the job description in consultation with the Office of Human Resources.

Administrative employees of the University are employed on an "at will" basis. This means employees have the right to terminate their employment at any time, for any reason, and the University can also terminate the employment at any time with or without cause and with or without notice. This policy does not constitute a contract between the College and the employee. All policy statements, procedures, manuals or documents as well as statements by an employee or representative shall not in any way modify this at will status.

This policy will go into effect immediately upon approval.

Online Resources and Forms

N/A

Appendices

Provide additional material that is helpful for the implementation of the policy.