

PERSONNEL

Personnel

Position Announcements (6.30)

PURPOSE

The purpose of this policy is to describe required standards for all position announcements issued by Tennessee State University.

POLICY

It is the policy of Tennessee State University that the University's Position Announcement Form shall be used to announce appropriate vacant positions.

PROCEDURE

At such times when vacant positions are to be announced, the University's official Position Announcement Form must be used. A separate form is used for: (1) Faculty or Administrative/Professional and (2) Clerical and Support. (See Appendix B for copies of the forms).

The appropriate Position Announcement Form must be prepared and submitted in accordance with TSU Policy No. 6.33 Recruitment and Employment of Personnel.

The following guidelines should be followed when preparing the Position Announcement:

- Terms such as "equivalent" and "preferred" must not be used.
- An entry level salary must be shown for clerical and support positions.
- A salary range must be shown for faculty or administrative positions. The term "negotiable" must not be used.
- See the attached informational sheet for additional instructions regarding the completion of a Position Announcement.

REFERENCE

Policy No. 6.33 Recruitment and Employment of personnel, Personnel Section of the Business and Finance Policy and Procedure Manual.

ATTACHMENT #1

GUIDELINES FOR COMPLETING POSITION ANNOUNCEMENT FORM

1. When Position Title is shown, indicate the specific position for which you are recruiting. You will be able to staff only the position that is shown on the announcement form.
2. Where Department is shown; care should be taken in indicating the correct department.
3. In the section entitled Position Summary, you should limit your summary to essential duties and responsibilities. An announcement is not a position description and cannot be all inclusive.
4. Qualifications and Experience should list minimum qualifications and experience required to perform the responsibilities. This will not restrict you from selecting a person whose qualifications may exceed entry level. Generally, if the minimum qualification requires a bachelor's degree, several applicants will apply with a Masters degree or better.
5. Entry salary should be in accordance with the Classifications and Compensation plan for clerical and support positions. Exceptions to entry salaries can only be granted by the President.
6. Since most 1100 positions are budgeted at a specific level, care should be taken in assigning the top of the salary range. The top of the range should not exceed the budgeted amount.

Copies of each announcement form are available in the Personnel Office.