



SUBJECT: HIRING GUIDELINES - ADMINISTRATION

When requesting new or replacement staff (other than casual/temporary), hiring supervisors will complete the Employee Requisition form.

The required qualifications for any position must be demonstrably consistent with the skills and knowledge required to successfully carry out the responsibilities of the position.

Requests for new positions must be approved by President's Executive Council prior to initiating a posting or advertisement.

Requests for existing position replacements must be approved by the appropriate Vice-President. Vacancies will not automatically be refilled, but only after a position has been fully reviewed by the Dean/Director and relevant Vice-President.