

Position Description

The President shall establish position titles and duties of all personnel of the College. Official position descriptions are located in the Human Resources Office and supervisors must maintain an electronic copy. The position description will be reviewed with the employee each year during his/her annual evaluation. Any changes to position titles and/or descriptions must come through the Director of Human Resources to obtain appropriate approvals. Once approval is granted notification will be made in writing to the supervisor and affected employee.

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Adopted: April 1965

Amended: May 1984; November 1986; November 1987; November 1989; July 1993; August 2005; May 24, 2011

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