**ESTABLISHMENT OF NEW POSITIONS**

**POSITIONS CLASSIFIED ON THE BASIS OF DURATION**

1. **Permanent Positions**

   A permanent position is one that is established with the intent that it will continue indefinitely. Once established, it continues to exist, whether filled or vacant, until abolished.

   A. A permanent position may be a faculty position or a staff position.

   B. A permanent position may be full-time or part-time and it may be filled by an appointment that is temporary, probationary, special, fixed term, with or without tenure, or at the pleasure of the president or the board. It is the position, not the type of appointment, that is permanent.

   C. A position is designated as permanent solely on the basis of intent as to its duration, irrespective of duties, appointment, funding, or any other consideration.
2. **Temporary Positions**

A temporary position is one that is eligible for benefits and established for a definite period (usually for a period of three years or less). Typically, the duration corresponds to the period of a grant or fixed term contract.

**AUTHORIZATION OF PERMANENT POSITIONS**

The establishment of a permanent position must be approved by the board of trustees before any appointment or contractual commitment to fill the position is made.

1. Permanent positions are those included in the North Idaho College permanent salary base as distributed by the Business Office, and are assumed to have been approved by the board at the time distribution is made.

2. A request for the board's authorization of a new permanent position must include title, type, approximate salary, term of appointment, division/department or area of assignment, funding source, and brief description of the duties and responsibilities of the person appointed to the position. If a position is being deleted or re-allocated, the affected position should be identified by number, title, type, salary, division/department or area of assignment, funding source, and a brief statement of the reasons for modifying the duties and responsibilities associated with the position.

3. The board will consider authorization of a new position if there is adequate funding for its support - from outside sources, from deletion of an existing permanent position, or from the re-allocation of a number of permanent positions, or if North Idaho College will suffer serious operational or financial difficulties if the position is not established.

**AUTHORIZATION OF TEMPORARY POSITIONS**

The president may authorize the establishment of a temporary benefit-eligible position. There can be no commitment to continue a temporary position beyond the length of time specified when it is established.