

Position Authorization Information Sheet

The POSITION AUTHORIZATION FORM (PAF) for is required for all hires.

<http://www.admin.mtu.edu/hro/forms/posauthformjuly07.pdf>

(Please print the PAF on blue paper)

POSITION TYPE DEFINITIONS

REGULAR: A position, either full or part-time, with no end date.

TEMPORARY: A position, either full or part-time, limited in duration and established for:

- 1) A specific period of time or for the duration of a specific project or group of assignments.
- 2) The purpose of relieving regular staff members who are absent due to illness, leave of absence, or vacation.
- 3) The purpose of augmenting the regular staff to meet the requirements of University loads, or any other conditions that may create short-term staffing shortages.

FIXED TERM: A position, either full or part-time, for a minimum of one year:

- 1) Full time - Academic year for faculty, 12 months for staff.
- 2) Part-time – Nine month position for staff for multi years.

SUMMARY OF DUTIES

REGULAR HIRES

Attach a draft job description.

TEMPORARY HIRES

Describe duties in the space provided.

BENEFIT CATEGORIES

Visit the website for a description: <http://www.admin.mtu.edu/hro/forms/benefits.pdf>

APPROVALS

Please obtain Department Head/Manager and Dean/Director signatures on the PAF prior to sending to HR. HR can seek appropriate VP and Presidential signatures (if required).