



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
March 1, 1970

Number
AD 9.03

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January 1, 2006

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Filling of Positions

(Policy AD 9-3, section 6.02 through 6.06 applies to administrative and professional staff only.)

2. General Policy Statement

The following policy provides for the establishment of employment relationships and the conclusion

3.08 Departmental Budget Authority -- that individual who has been authorized in writing to have signing authority over the budget funds in question and includes an individual who has authority over regular operating budgets as well as those who have authority over special non-research grants and contracts.

3.09 Posting -- an internal advertisement for a vacant position. Postings are derived from job descriptions and usually contain information such as: position title, position number, salary, hours of work, typical duties and required qualifications and abilities. Postings are displayed on designated bulletin boards on campus for a minimum of five (5) working days.

3.10 Short List

Human Resources will determine the appropriate em