

TERMS AND DEFINITIONS

If you have additional questions, contact Human Resources at (509) 542-4740

Official Title of Position:	Title from job description, salary schedule, employment contract or applicable labor contract. Call HR if you have questions or do not know the title.
Division:	Generally those work units under the direction of a vice president or district chief officer position (e.g., "Instruction," "Student Services," "Business").
Department:	A work unit assigned to the division. May be referred to as a department, office or program (e.g., "Math/Science," "Admissions/Registration," or "Accounting").
Building Location:	Campus building number/name or other descriptor where position is assigned.
Immediate Supervisor:	The person who supervises the position. Supervise implies having the authority to hire, fire, or adjust grievances or effectively recommend same.
Supervisor's Ext.:	Four-digit intradistrict phone number, or equivalent contact number if off site.

TYPE OF POSITION

Administrative/Exempt:	Associate/assistant dean or vice president, dean, district director, vice president or other titles listed as administrator on the exempt salary schedule.
Tenure-track Faculty:	Faculty positions (instruction, counselor, librarian) which will be probationary and under tenure review.
Classified:	Positions subject to civil service statutes and listed on the state Department of Personnel classification plan.
Confidential Exempt:	Nonfaculty positions that provide administrative support services to executive level positions and are listed on the exempt salary schedule.
New/Replacement:	A new position is one not funded in the previous year's budget and created to address, in part, work not currently assigned. A replacement position is one currently funded and vacated due to separation of the previous incumbent.
Requesting Multiple Positions:	If requesting several positions of the same class number/title, indicate the number of requested.