

## **Information**

Establishment of a New Position

## **Effective**

May 1 1992

## **Number**

PER 3 02

## **Applicability**

This policy applies to University Administrators and Staff

## **Administrative Authority**

Vice President for Human Resources

## **Responsible Unit**

Human Resources

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## **History**

Revision Date(s): October 13, 2017 (effective November 30, 2017); December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; October 13, 2017

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## **Categories**

## **Statement:**

All new administrator and staff positions shall be reviewed and assigned to a job classification and pay grade by the Compensation Office of the Human Resources Department and established in accordance with the procedures outlined in this policy.

## **Reasoning:**

The policy helps to ensure new administrator and staff positions are assigned to appropriate job classifications and pay grades and outlines the process to create a new position.