

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 2.1.5**

**Reviewed: August 14, 2017**

**SUBJECT: ESTABLISHING NON-FACULTY POSITIONS**

**GENERAL** - A request to establish a new non-faculty position is initiated by submitting a completed [Personnel Requisition Form \(attachment A\)](#) accompanied by a job description, to the responsible Cabinet administrator