

Process to Propose a New Released Time Position

To propose a new Released Time/Extra Pay (RTEP) position, please complete the following steps:

1. Download the [RT/EP Position Request Form](#) and fill it out completely. *Note: It is important that you identify the supervisor of the proposed position and communicate with that person about the position. The identified manager or administrator must agree to act as the supervisor for the position and sign the Position Application Form for the position to move forward.*
2. Download the [Job Announcement Template](#) and follow the instructions in the document to complete the job description for the proposed position. When you have the draft job description ready, delete any instructions (page one) and rename the file with the proposed position title.
3. Submit both documents described above to the current chair of the RTEP Committee ([link to Blue List](#)) and request that the proposed position be placed on the next RTEP Committee meeting agenda.

Next steps:

1. The chair of the RTEP Committee will invite you to the meeting when the proposed position is on the agenda as a guest of the committee so that you can answer any questions committee members may have. At this first meeting, the proposed position will have a first reading at the committee meeting. Committee members will give feedback about the position and make suggestions for improvements.
2. At the next scheduled committee meeting, the proposed position will have a second reading and the committee will vote on whether to recommend approval of the position to the College Executive Committee. It's also a good idea to attend this second meeting so that you are present to answer any remaining questions from the committee.
3. If the proposed position is approved by the RTEP Committee, the position will be forwarded to the College Executive Committee for consideration.
4. Often, the College Executive Committee will refer the position to the Budget Committee if 01 funds are requested to fund the position.
5. If the proposed position is approved by the College Executive Committee, the VPI will inform the RTEP Chair and the chair of the RTEP Committee will inform you of the results and the chair will coordinate with Human Resources to advertise the position.
6. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.