



Minot State University

Policy Manual

Section 2.8

Vacancy Procedure

Source: NDUS Human Resources Policy, Section 15

1. When a position becomes open, the department head may select another employee from within the department for the open role, provided the employee desires the new position and meets the minimum qualifications for the role. If the department does not fill the open position from within the department, the position will be considered a vacancy.
2. It shall be the responsibility of institutional departments to list all staff vacancies. Vacant positions shall be recruited for and filled according to the institution's Affirmative Action/Equal Opportunity guidelines.

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