“Term positions” are created for a specified period of time between nine and 24 months, and may be either full or part-time. Creating a term position requires going through the standard DORR approval process (including fiscal office approval), and employees in those positions are benefits-eligible.

Term positions are usually created for a specific project; one such example is the recent implementation of the Oasis programming upgrade, which required the College to create a number of term positions and to hire new employees to fill them. The College recognized that once Oasis was up and running, there would be no need to continue those positions, and thus creating “term positions” was an appropriate method to achieve the goal.

In other instances, term positions may be created when there is a perceived need for a new position within a department, but continued funding from year to year is highly questionable; in effect, the term position is created and filled on an acknowledged “wait and see” basis, and its evolution into a regular position is dependent upon (among other things) longer-term budgetary considerations. Should it happen that a term position evolves into a regular position, the manager should again utilize the DORR system, either by requesting a Straight Replacement or, if there had been any changes to the position description, an Existing Position Review and Recruit.

Finally, if created and filled, a term position survives even if the person in that position leaves the College. If, for example, an employee works for only seven months of a one-year term position and then resigns, the term position can yet be filled with someone else for the remaining five months. (However, the replacement term employee may, or may not, be eligible for benefits, depending upon the remaining length of the term.)

**Related documents:**
- DORR Guide for Hiring Managers (Kerberos authentication required)
  
  [http://www.dartmouth.edu/~hrs/position/](http://www.dartmouth.edu/~hrs/position/)

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**Contact your HR Consultant if you have any questions.**


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