



Office of Human Resources

PROCESS FOR REPLACEMENT OF VACANT POSITIONS, CREATION OF NEW POSITIONS, PROMOTIONS AND CHANGES TO SALARY, REORGANIZATIONS

Replacement of vacant position

In order to request a replacement for a vacant position, a Department Head/Dean must submit a revised job description as well as a Non-faculty Hiring Review Justification Form and present these documents to their Executive Leader and Jane Fisher, Director of Employment, Employee & Labor Relations for budget, compensation and organizational review. If the job description and compensation recommendation has been approved by the EL and Human Resources, replacement positions will be presented on a bi-weekly basis to the Position Review Committee, which is made up of representatives from the Provost Office, Finance and Human Resources departments. The Department Head and Executive Leader will be contacted once a final determination is made.

Creation of New position

In order to request creation of a new part-time or full-time position, a Department Head/Dean must submit a job description as well as a Non-faculty Hiring Review Justification Form to their Executive Leader and Jane Fisher, Director of Employment, Employee & Labor Relations for budget, compensation and organizational review. New position requests will be reviewed twice a year – during the Spring term in conjunction with the budget development process (deadline: April 1, 2018) and (b) during the Fall term (deadline October 1, 2018) in conjunction with the strategic initiative request process. The Department Head and Executive Leader will be contacted once a final determination is made. Faculty position creation require the approval of the Provost and President and non-faculty positions require the approval of the CFO and EVPFA.

Promotion and/or salary increase

In order to request a title change, promotion and/or salary increase, a Department Head/Dean must submit a revised job description as well as a Salary Increase and/or Promotion Form to their Executive Leader and Jane Fisher, Director of Employment, Employee & Labor Relations for budget, compensation and organizational review. If approved by the EL and Human Resources, promotion and/or salary Increase requests will be reviewed three times per year (September 1, January 1, May 1) or at the time of a significant department reorganization. The Department Head and Executive Leader will be contacted once a final determination is made.

Reorganizations

If savings are generated due to a department's restructure, redesign or elimination of positions, Executive Leaders will be permitted to retain the savings in their budgets. However, the Executive Leader will be required to provide a plan for how they wish to utilize the savings within 30 days. The expectations are that savings will be reinvested in the department/area in order to

enhance operations, quality of service, or ability to meet strategic initiatives. The plan must be presented to the Office of Human Resources for review (if to be spent on salaries, creation of new positions, etc) and then Human Resources will submit the reorg plans to the EVPFA for approval, prior to using such funds.

Approvals

Based on the impact of the request on a department's operating budget, approvals may be required from the Chief Financial Officer, the Executive Vice President of Finance and Administration or the President. Additionally, the Vice President of Diversity and Inclusion may also be consulted in the review process at the request of Human Resources, the Hiring Manager or Executive Leader.