

Vacancy Guidelines

- Goal:** The goal of these guidelines is to: (1) hold as many vacated tenure track faculty lines as possible for the once-per-year SBET process for strategic reinvestment, and (2) provide much more flexibility to the VP areas for operations management. CSIs remain the responsibility of units until there are new dollars on the table.
- Guideline:** All vacated tenure track faculty lines are returned centrally (vice-presidential level) for strategic reinvestment with few exceptions.
- Process:** Position Compensation Request (PCR) Forms are still required for all actions, but approval authority varies depending on the request (see next slide).
- Quarterly Review:** Each quarter, the Budget, Financial Planning & Analysis Office will meet with VP areas to make sure area budget to actuals are on target. Areas that are experiencing financial challenges may face further oversight in the hiring process, as directed by SBET.

Ongoing Review		Twice-Per-Month Process*	Yearly Process
Reviewing Body	Vice-Presidential area with quarterly review by Budget, Financial Planning & Analysis	Senior Executive Team (SET)	Strategic Budget Executive Team (SBET)
Members	Vice President & Vice President Coordinator	Senior Vice President for Finance & Administration, Chief Deputy to the President	President, Provost, Chief Deputy, Vice President for Strategic Initiatives, Senior Vice President for Finance & Administration, EVP Health Sciences
Request Types	<p>Budgeted Adjunct requests or adjunct request to cover TT vacancies</p> <p>Budgeted Independent Contractors</p> <p>Budgeted Critical Staff (with policy approval from SET)</p> <p>Budgeted GFT Faculty</p>	<p>Policy Changes around Exceptions Unit-Funded new lines</p> <p>Increased duties, equity reviews, other increases</p> <p><i>*Certain requests may be earmarked for a more in-depth review performed on a monthly basis. Areas will be notified if their item is earmarked.</i></p>	<p>Reinvestment of vacated lines (TT faculty) and long-term staffing plans</p> <p>Unfunded/unbudgeted lines</p> <p>OTPS requests for new funding</p>