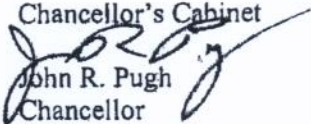


MEMORANDUM

DATE: July 8, 2010
TO: Chancellor's Cabinet
FROM: 
John R. Pugh
Chancellor
RE: FY 11 PROCEDURES FOR VACANT POSITIONS

This memo is intended to reiterate established policy and procedure concerning the handling of vacant positions during the budget year. All vacant positions in the region are pooled and under my direct control. Departments/programs/disciplines/campuses cannot automatically replace positions when a vacancy occurs. Vacancies provide an opportunity to review organizational structure and placement of faculty and staff. In order to make strategic decisions, analysis and review must be done prior to approving the status quo, or opting for change.

As a requirement to fill a **faculty vacancy** an abbreviated "program review/assessment" will be required for each faculty position prior to the start of recruitment.

The program review must include the following:

- Four year credit hour and head count history and where appropriate, admitted majors and completers,
- Outline of all courses (number of sections/semester) included in the program,
- Faculty resources devoted to teaching the program (full time and adjunct),
- List of courses the position will teach and projected credit hours based on past enrollments as well as projected growth from retention and recruitment,
- Research activity that will be required of the position, if appropriate,
- Anticipated changes in program direction that tie directly to the strategic plan, if appropriate,
- Approximate replacement cost for salary and benefits.

As a requirement to fill a **staff vacancy** a written narrative will be required prior to the start of recruitment.

The narrative will include:

- the impact of not filling the position;
- the impact of hiring at a lower classification;
- the impact of a reduction in work time to less than 12 months or less than 40 hours per week.

All staff vacancies will be expected to create a minimum of one month of vacancy savings. Any exceptions will require a written explanation for the earlier hire and have my specific written approval.

When a temporary vacancy (faculty or staff) occurs, the budget office will be notified, and salary and benefit savings (less the cost of hiring a short-term temporary or adjunct) will automatically be moved to the 2% reallocation pool mandated by UA Statewide Administration. The reallocation pool is for one-time expenditures and provides UAS flexibility for priority projects that are nonrecurring.

In the case of a permanent salary savings, such as a vacant position not approved for recruitment or when a new hire results in a lower salary, those funds will become part of a performance pool. These funds will be identified as part of the recruitment justification process described earlier and can be a factor in the approval to recruit. The 1% performance pool (1% of unrestricted revenues) will be available for base reallocation to support strategic directions identified in the strategic plan.

cc: Budget Office
 Personnel Office