



As of Monday, November 3, 2008, the University Budget Committee and the President's Cabinet have agreed that most open positions must remain unfilled until further notice. However, because it may be necessary to fill certain positions critical to essential operations, a review process will determine which positions qualify. Any unit may request that one or more positions be reviewed. Each application for review must make the case that the duties cannot be met with current faculty/staff or adjunct faculty and that they are, in fact, essential. If the position is supported by other than regular educational and general funds – for example, it is a grant-funded position – that may be an additional factor in the decision.

The Process

Using the attached form, the department/division has the opportunity to submit a hiring request to be reviewed. Below is an explanation of the process for staff or academic positions.

Staff Positions

1. Complete the Position Request Form.
2. Submit the form to the appropriate vice president for review.
3. Upon approval of vice president, form submitted to President for a decision.
4. If approved by the President, the decision will be reviewed by the Cabinet.

Academic Positions

1. Complete the Position Request Form.
2. Submit the form to the respective dean for review.
3. Upon approval of the dean, form submitted to the Provost for a decision.
4. If approved by the Provost, the decision will be reviewed by the Cabinet.

This is an important time for us to continue to work together. Should you have any questions regarding this process, please contact Human Resources at extension 4035.