



## VACANCY REVIEW COMMITTEE SCHEDULE AND GUIDELINES

On May 20, 2008, President Brown and Vice President Brabham announced the creation of a **Vacancy Review Committee** to review requests to fill all vacancies (other than classroom faculty positions) and make recommendations to the President. The Committee, composed of the Vice President for Finance and Administration, the Vice President for Human Resource Management and Labor Relations, and the Executive Assistant to the President will meet monthly to review requests. The Vice President for Academic Affairs will join the committee to review requests to fill vacancies for all academic areas.

The purpose of this review is to ensure that hiring decisions are made that are consistent with FIT's strategic direction, that there is a focus on productivity savings, and that changes in job functions have been considered. Over the years, new technologies have emerged, priorities and responsibilities have shifted, and the nature of our service delivery in many cases has changed. While in the past, full replacement of vacant positions was the norm, in a changing environment with limited funding and increasing demands for new projects and initiatives, it is important that every vacancy is looked at critically.

All vacancies **except classroom faculty positions** will require review by the Vacancy Review Committee. Vacancies that a senior administrator does not intend to fill immediately need not be presented to the Committee until those vacancies are ready to be filled.

The Committee will meet monthly in accordance with the attached schedule. A **Vacancy Review Request Form** must be completed and submitted with appropriate backup materials to the Office of Human Resources by the dates noted below in order for it to be placed on the respective agenda. (If there is an emergency request to fill a vacancy that cannot wait until the next Committee, Art Brown will attempt to convene the Committee to accommodate the request).

The Committee will present its recommendations to the President and notify the respective senior administrator shortly thereafter. Should the senior administrator not agree with the recommendation of the Committee, s/he may appeal directly to the President. If the President approves the position, Human Resources will contact the respective senior administrator to begin the search process. Once the search process is complete, approvals from the President, Vice President, etc. will be required before an actual offer is made to an individual, depending on the nature of the position.

Since staffing represents approximately 75% of FIT's total budget, it is important that we ensure that our human resources address not only today's needs, but also focus on our future. Questions should be directed to Art Brown at 7-3653.



## Vacancy Review Committee Schedule

Academic Year 2008-2009

### Due in Human Resources

October 14  
November 18  
December 16  
January 20  
February 17  
March 17  
April 14  
May 19

### Vacancy Review Committee Meeting

October 17  
November 21  
December 19  
January 23  
February 20  
March 20  
April 17  
May 22

*The committee will meet as needed during the summer.*

### **VACANCY REVIEW REQUEST FORM**

The Vacancy Review Request form has been designed to facilitate the review process. The form, once completed and approved by the respective senior administrator, should be forwarded along with supporting materials to the Office of Human Resources.

The form requests basic information about the position including job description, justification for the position, and table of organization. The Office of Human Resources is available to assist in the development of job descriptions and/or tables of organization. In developing the justification for these positions, the following should be considered:

- How does this position support the goals of the strategic plan?
- How does this position support service delivery to students, faculty/staff?
- Has there been automation or business process reengineering in the area where this position is located that may change how the future incumbent in this position will carry out his/her assignments?
- How has this position evolved, particularly if it has been filled with the same employee for a significant period of time?
- How do the changes in this position foster the attainment of the strategic direction of the College?
- What would be the consequences of not filling this position?
- Is this position supported by non-operating budget funding, e.g., fees, grants/contracts, etc.?

While all of these questions may not be applicable to support each request they should provide some direction as to the type of information the Committee will be seeking. Additional information or materials to assist the Committee with the evaluation of requests should be submitted as well.



VACANCY REVIEW COMMITTEE

VACANCY REVIEW REQUEST

REQUESTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

Previous Incumbent: \_\_\_\_\_

Approximately how long was the previous incumbent in the position? \_\_\_\_\_

To whom does this position report: \_\_\_\_\_

Are the duties of this position changing from the previous incumbent? \_\_\_ Yes \_\_\_ No

**NOTE: PLEASE ATTACH A JOB DESCRIPTION AND A TABLE OF ORGANIZATION. IF YOU ARE MAKING CHANGES TO THIS POSITION FROM THE PREVIOUS INCUMBENT, PLEASE INCLUDE THE OLD JOB DESCRIPTION AS WELL.**

Justification:

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Vacancy Review Committee Recommendation

\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Additional Information Requested

Comments: