

 <p>Category: Employment</p> <p>Policy applicable for: Faculty & Staff in Provost Division</p>	<p><i>Policy Title:</i></p> <p>Provost Division Vacancy Review Policy</p> <p>Effective Date: 03/01/2009</p> <p>Prior Effective Date: N/A</p> <p>Enabling Acts: N/A</p>	<p><i>Policy Number:</i></p> <p>5.2.4</p> <p>Policy Owner: Sr. VP for Academic Affairs and Provost</p> <p>Responsible Office(s): Provost Business Office</p>
---	--	---

Background

The Office of the Senior Vice President for Academic Affairs and Provost (Provost Office) must reconcile the university's commitment to quality education with the costs associated with recruitment and hiring of faculty and staff. The following policy permits the Provost Office to render a timely and informed decision when considering faculty and staff hiring requisitions.

Policy

All colleges, units and departments in the Provost Division shall submit a Requisition to create and/or fill a vacant position within their college, unit or department via the approved university recruitment and hiring mechanisms before any search is undertaken; before any advertising is run; before any employment offers are extended to candidates; and before any candidate begins working.

The requisition submitted for consideration must include a justification statement for the hire and the source of funding within the approved budget.

The Provost Office has established a standing committee known as the Vacancy Review Committee whose charge is to review all employment requisitions submitted by the colleges, units and departments that are 80% FTE or greater and that are paid on a non-grant budget line. (Requisitions from within the College of Medicine will be considered by that college separately.) The Vacancy Review Committee meets twice per month, on a schedule posted to the Provost web site, to consider requisitions that have been submitted. Positions below 80% FTE, voluntary positions, visiting positions and non-represented adjunct positions are exempt from the vacancy review process.

All positions placed "on hold" by the committee will remain in an on-hold status (no recruitment, advertising, or search efforts are to be undertaken) until any question or issue raised by the committee is resolved, and the committee approves and releases the requisition.

Related links:

Provost Policy web site

<http://www.uc.edu/provost/faculty/policies.html>

Phone Contacts:

Provost Business Office – Human Resources	513.556.6920
---	--------------