

## Position Vacancies

John Chambers College of Business and Economics

Last Update: 09/04/2024

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### Purpose and Scope:

This policy explains the internal review process adopted by the College when filling vacancies and outlines internal college resources available to support hiring managers. All other policy regarding the hiring of faculty and staff is maintained by the university and can be found [here](#).

### Introduction:

To ensure fiscal responsibility and sound financial stewardship, all position vacancies are reviewed and approved by the Dean prior to seeking university approval to hire.

### Policy/Procedures:

#### 1. College Internal Review Process

At the discretion of the Dean, all position vacancies are subject to review. The review process may include any combination of the following:

- a. **Discussion on Current Position Duties:** This may include a conversation between the Dean, Department Head, and applicable Associate/Assistant Deans about the critical nature of the position.
- b. **Workflow:** New workflow may be considered including reassignment of tasks to other positions and the expansion or transformation of the existing role when warranted.
- c. **Evaluation of Peer Institutions:** At the Dean's or hiring manager's request, the review process may include an evaluation of how peer institutions address similar duties and activities currently assigned to the position.
- d. **Budget Requirements:** In consultation with the Chief Business Planning Officer, budget requirements will be established for this vacancy and any restructured positions.

#### 2. Materials Provided by Hiring Manager to Initiate College Internal Review Process

To initiate the internal review, the hiring manager should submit the following materials to the Dean, Chief Business Planning Officer and Assistant Dean for Administration and cc the Executive Assistant to the Dean.

- a. Current and Proposed job description.
- b. Department Restructuring Plan/Org Chart if applicable.
- c. Rationale justifying the continuation of the position.
- d. Timeline for Filling the Position.
- e. Funding Source.

3. **Advertising/Filling Position:**

Once approved by the Dean, Texie Wells, Executive Assistant will forward the hiring request to the appropriate parties. The following resources are available once College authorization is received to fill position:

- a. **Executive Assistant – Dean’s Office:** Will provide the hiring manager with a link to the job requisition form and will inform hiring manager when we receive approval to advertise the position.
  - i. Will aid in completing job requisition, track requisition/hiring progress, act as liaison with central HR, and support onboarding of new employee.
- b. **Assistant Dean for Administration:** If requested, will assist in researching how other peer institutions are handling similar functions/duties.
- c. **University Hiring Resources:** [Available at this website.](#)

Dean Approval:



Signature

9/4/2024

Date