

To: Distribution (Cabinet) **Date:** June 21, 2012
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Subject: Justification of Recruitment Process

Based on system guidance and our own budget realities, the University has been actively engaged in the process of managing the size and structure of our administrative team for the past several years. System guidance continues to be that we fill only those positions demonstrated to be “essential to the operations of the University.”

Effectively immediately, the following process should be used to manage this process and to demonstrate our continuing commitment to effective and essential staffing.

This process pertains to ongoing and new, full and part-time, staff and administrative positions of the University. Emergency hires, student employees, employees of any Auxiliaries, and the renewal of temporary employees are excluded from this process.

Process:

1. The hiring manager provides justification to the Dean/department head, describing the essential nature of the position to be filled for University operations. This statement should include a brief summary of the primary duties and responsibilities of the position as well as a realistic statement of consequences if the position is not filled at this time. The process for documentation and approval may be a paper or electronic, at the discretion of the appropriate Vice President or Chief of Staff.
2. If the Dean/department concurs with the request to fill the position, he/she forwards the request to the appropriate Vice President/Chief of Staff for review and action. If after review and appropriate consultation, the Vice President/Chief of Staff approves the request to fill the position, he/she sends the request to the President, who serves as the campus approval authority.
3. If the President or her designee approves the position, she will acknowledge said approval and forward to the appropriate Vice President/Chief of Staff. The Vice President/Chief of Staff shall commence the recruitment process per existing procedure(s).

Questions related to this process should be directed to me at extension 2118.

Distribution:

Harry Hellenbrand	Hilary Baker	Tom McCarron
Vance Peterson	William Watkins	Rick Evans
Barbara Gross		