



Non-Faculty Vacancy/Reclass Approval Process

1. The department prepares the Position Justification Form (PJF) [Attachment A] and Personnel Transaction Data Sheet (PTDS) [Attachment B] and forwards them to their Director who will review it with the senior operational leader for their unit.
2. If the senior operational leader approves the recruitment packet, it will be forwarded to Human Resources for review by HR and the Budget Office.
3. All recruitment packets must be received in Human Resources by the end of business on the Thursday before the Wednesday bi-weekly Vacancy Review Committee meeting. Any recruitment packets received after the Thursday prior to the meeting will be held until the following review cycle.
4. For reclassification requests, Human Resources will review the request to determine whether it meets the title specifications for the requested new title. If not, the department will be notified that the reclass is not approved. If the request is consistent with the requested title specifications, the reclass will then follow the process outlined above, beginning with step 1.
5. The Vacancy Review Committee (VRC) will review each position for strategic and operational need, fiscal impact and funding source.
6. If the position is approved by the Vacancy Review Committee for immediate recruitment, the senior operational leader will be notified shortly after the VRC meeting. At that time, Human Resources can begin the process of listing the position and initiating recruitment.
PLEASE NOTE: It may take several days from the time the VRC approves the position until it is posted since Human Resources will still need to review the position for appropriate titling.
7. If the position is approved by the Vacancy Review Committee for delayed recruitment, the senior operational leader will be notified shortly after the VRC meeting with information on how long the position will be held before posting for recruitment.
8. If the position is not approved, the Vacancy Review Committee will notify the senior operational leader that the position recruitment has been denied, however, there will be the opportunity for further discussion.