

**Request To Fill Vacancy**

*This form is to be used when requesting to fill a vacancy that will be held vacant for 60 days or more.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Position: |        |  | Position #: |       |
| Department:  |       |  |
| Supervisor: |       |  | Annual Salary: | $      |  |
| Vacancy Savings (see definition back page) | $      |  |
| Date vacated: |       |  | Date to begin search: |       |  |

1. **Position Summary**

Summarize the function of the position, how it contributes to outcomes of the unit, and any unique qualifications.

|  |
| --- |
|       |

1. **Organizational Structure and Relationship to Other Units**

Describe whether other positions within or outside the unit perform similar functions. Address how possible alternatives to fill the position (e.g. job sharing, reorganization) have been explored.

|  |
| --- |
|       |

 Additional instructions and required documents are described on the back.

|  |
| --- |
| **\* \* \* Official Use Only \* \* \*** |
|   |  |  |
| Recommended by |  | Date |

 [ ]  *Not Approved* [ ]  *Approved– posting may begin on*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Vice President |  | Date |

**Instructions:**

1. You may complete this form at any time and load documents in Peopleadmin.
2. Required information:
3. **Position Summary**
* Explain the essential function(s) of the role and why the role should be filled.
* Address any of the following that are relevant to the position:
1. Critical to the health, welfare, and safety of campus.
2. Part of a staffing requirement established through licensing, certification, or accreditation.
3. If unfilled, would create a significant disruption of an essential University function.
4. Failure to perform this service would create a legal liability.
5. Direct engagement in fundraising or revenue generation.
* Attach PDQ
	1. Explain any changes to the PDQ since the position was vacated
	2. What unique qualifications, in any, are required to perform the duties of the position?
1. **Organizational Structure and Relationship to Other Units**
* Identify one or more viable alternatives for fulfilling the position’s responsibilities.
* Attach the unit’s organizational chart that includes: 1) the position’s supervisor, 2) all positions to be supervised by the vacant position, and 3) FTE/Hourly assignment for each person the position will supervise.
	1. Explain any changes to the organizational chart since the position was vacated.
	2. How does the position relate to other positions that support similar functions?

**Vacancy Savings Definition: Include both the savings from the 60+ days that the position was held vacant plus an estimation of savings that will accumulate until the actual hire date.**