

POSITION REVIEW PROCESS

The following requests are subject to review:

- New Position Requests (inclusive of grant funded positions and provisional positions)
- Position requests to move from Hold Status
- Vacant Positions to Activate
- Positions with Salary Adjustments
- Grant Funded or Provisional Position
- Budgeted, Replacement Positions
- Internal Reassignments (FY21-22 only)

The following requests are not subject to review:

- Faculty positions (all campuses)

Steps:

1. Hiring Supervisor completes Position Review Form and writes a justification for the position
2. The form and justification are submitted to the area Vice President
3. The request is reviewed by Vice President and President in 1-on-1
4. Vice President submits request to Director of Human Resources for review and completion of Human Resources Analysis section - **submission must happen at least 2 business days prior to the committee meeting to be put on the agenda**
5. Request is shared with Position Review Committee in advance of meeting
6. Position Review Committee meets to review request and makes recommendation to President
7. Chief of Staff meets with President to review requests approved and those denied.
8. Chief of Staff notifies Committee members (confirming approvals and denials) and Director of Human Resources notifies hiring Supervisor, Vice President, and Budget Office.

Timeline:

1. Request will be considered by committee at least quarterly. During the period of restructure in FY21-22, the committee will meet every 2 weeks. ***The Committee may meet off-cycle as needed.***
2. Request must be sent to Human Resources for analysis, comparison, etc., prior to being sent to Position Review Committee.
3. Request will be sent to Position Review Committee, at least, one week in advance; whenever possible.
4. Quarterly reports will be submitted to the President by the last Friday of each quarter by the Chief of Staff.

Position Review Committee:

Vice-President for Finance and Administration, Chair

Vice-President for Academic Affairs

Chief of Staff

Chancellor of the Ozark Campus

Director of Human Resources

November 25, 2019