

## **Procedure IV.4003.A.a, Job Vacancies**

### **Associated Policy**

Policy IV.4003.A, Filling Vacancies

### **Procedures**

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources department along with the posting request.

The job posting will be prepared from the job description. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
  - Seven (7) to ten (10) days for staff position.
  - Fourteen (14) to twenty-one (21) days for professional positions.
  - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening may be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request. Use the following Request To Post Form below when submitting requests to the SLT for posting. *This form is located on the resources page in Cornerstone.*
- The hiring leader must complete the Faculty Credentialing Form for the successful faculty candidate and submit it to the Dean or Provost for approval.

- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees. For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation.
- For the position of Provost, board members will have active involvement before the decision is made. This may include interviewing the candidate or reviewing the candidate's curriculum vitae, the Chancellor's recommendation, or a summary of the selection process.
- For all other full-time employees, the Chancellor or designee may extend offers of employment, which will then be submitted to the Board of Trustees for ratification in accordance with existing practice.

### Request To Post Form

Date of request	
Employee being replaced	
Reason for vacancy	
Title of position	
Salary grade	
FOAP	
Leader (hiring manager)	
Position number (POSN#)	

Date of SLT Approval	October 28, 2025
Effective Date	December 2, 2025
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources