

College Personnel Vacancy Policy

Effective Date: February 16, 2009
Policy Review Date: February 2011

Policy Background

The goals of this policy are to provide the ability to reallocate resources and/or positions created by staff and faculty vacancies to fulfill and enhance College priorities and initiatives, and contribute to the goals of the University Academic Plan and College Strategic Plan.

Policy

Position Vacancy Funds

The College will recover all funds, both annual rate and cash, associated with any annual rate controlled (PBA), EHE Extension or EHE OARDC position that becomes vacant. Vacation and/or sick leave accrual payouts associated with such vacancies will be funded as outlined in the matrix below.

Position Approval

All vacant and new faculty and staff positions, with the exception of non-CCS OSURF positions, require Dean's approval (see matrix below). Requests should be submitted on the College Position Approval form.

Summary of Position Replacement Authority, Vacancy Dollar Recovery and Accrual Payout Responsibility

Vacancy	Funding Source	Position Replacement Authority	Vacant PBA/Cash Recovery	Accrual Payout ¹ Funding Responsibility
Faculty	All	Dean	College	College
Visiting Faculty	All	Dean	Unit	Unit
Staff	PBA	Dean	College	College
	OSURF non-CCS	Unit	Unit	OSURF
	OSURF CCS	Dean	Unit	OSURF
	Non-PBA, non-OSURF	Dean	Unit	Unit
	EHE Extension ²	Dean	Dean	College (OSUE funds)
	EHE OARDC	Dean	Dean	College (OARDC funds)

Questions

Policy – Dean
Processing – Director, Human Resources

¹ Vacation and/or sick leave accrual payout per OSU policy

² Orgs 55910, 55940 & 55950