

VACANT POSITION REVIEW

Classification	Position Title	Barg Unit
		<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified

Department	College/School

Central Administration Division

<input type="checkbox"/> President's Office	<input type="checkbox"/> Finance & Administration	<input type="checkbox"/> Information & Technology Services	<input type="checkbox"/> Strategic Business Education & Regional Partnerships
<input type="checkbox"/> Institutional Diversity	<input type="checkbox"/> Academic & Student Affairs	<input type="checkbox"/> University Advancement	

1. Is the position essential? YES NO
If no, will the position be eliminated? _____

Please Explain:

2. Can the position be combined with any other position to increase efficiency of operations? YES NO
If so what position? _____

Please Explain:

3. Has the job description been reviewed to determine if the position meets the current needs of the department/division?

Position meets current needs.
 Position does NOT meet current needs. Reclassification is necessary and appropriate.

4. Can the position be filled on a less than 12 month basis? (Check all that apply)

Reduction during summer
 Combining with other positions during reduced work load periods
 Other Please Explain:

5. Please evaluate any changes on other filled positions. Can other filled positions be utilized in this process, if so how?

Signatures

	Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date	
Dean		President
	Date	
Vice President		President
	Date	
Human Resources		