Minnesota State University, Mankato
Managing Employment Process
3/25/03

1. Classified Positions
   Before any vacant position is posted, the division vice president must review the position to determine whether or not it can be reduced in percent of time (Full, _ Time, _ Time), consolidated with another position, or eliminated due to consolidation and/or discontinuation of duties.

   After divisional review and before a vacant position is posted, it will be reviewed by the Cabinet for priority in filling the position.

2. Unclassified Positions
   Last fall the academic departments and colleges did an assessment of instructional positions to fill based on the needs of the departments. The deans forwarded recommendations to Vice President Boubel who determined which searches could proceed. The filling of teaching vacancies will proceed based on this assessment.

   Other IFO positions, MSUAASF, and Excluded positions will be reviewed by the Cabinet prior to proceeding with a search. Before presenting to the Cabinet, the division vice president should look for consolidation with another existing position or elimination due to consolidation and/or discontinuing of some of the duties.

   If the Cabinet approves advertising for a position, it must be brought back to the Cabinet for approval to commence interviews and to hire.

3. Layoffs
   If a position is identified for elimination due to changes in work flow or if activities or services performed by this position are eliminated, these employees will be moved to the MSU Office of Support Services for retraining. Once these employees have been retrained, they will be considered for approved vacancies within the University.