

TO: Steve Adkison, Provost

 Tim Seydel, Vice President of Advancement

 Camille Consolvo, Vice President of Student Affairs

 Virginia Key, Vice President of Finance and Administration

CC: Dennis Hopwood, Director of Human Resources

FR: Bob Davies

RE: Position Review Committee

DATE: November 14, 2010

For immediate implementation, we will initiate a “Position Review Committee” (PRC). The purpose of this committee, the make-up, and the reporting of this committee is detailed as follows:

Statement of Purpose: The forthcoming quadrennial presents unique challenges and opportunities for EOU. Budgetary constraints will be of utmost concern and at the same time, we will continue to see increasing enrollments, thus creating a difficult balancing act. Additionally, many members of our faculty and staff will reach retirement age creating an even more need for EOU to be strategic in our strategies regarding our faculty and staff position lines. The PRC will provide a method to ensure that this occurs as well as introducing a level of transparency.

A key assertion is that position lines are not “owned” by the unit or the division. Rather, they are university positions. Therefore, when a position becomes vacant, it is a university decision to refill the position or not.

Role: The PRC will review and make a recommendation to the President on the following: the filling of existing positions created by vacancies; the creation of any new position; and the upgrading of any classified or administrative faculty position. The recommendations, and the approval of the president, must be made prior to the authorization of any search, hire, or promotion of a classified employee or administrative faulty member. The PRC will also provide a recommendation on all requests for search waivers to the president.

Members: The PRC will be composed of:

* Provost (Chair of the PRC)
* Vice President of Advancement
* Vice President of Finance and Administration
* Vice President of Student Affairs
* The Chairperson of the Budget & Planning Committee

The Director of Human Resources will provide staff support for the committee.

Process:

For a vacancy, the following procedure will be followed:

The Vice President from the area where the vacancy is will determine if s/he wishes to rehire the position or not. Is s/he does, then s/he will present to the committee the rationale to rehire the position. This must include the duties of the position, the importance of the position to the long-term success of the university and the implication if the position is not filled. Additionally, the vice president will present alternatives should the position not be filled. The PRC will then make a determination of the recommendation to the President. The Provost will present this recommendation to the president for his decision.

For a new position, the following procedure will be followed:

The Vice President from the area where the new position will be housed will present to the committee the rationale for the position. This must include the duties of the position, the importance of the position to the long-term success of the university and the implication if the position is not filled. The vice president must also provide a detailed budget analysis for the new position. Additionally, the vice president will present alternatives should the position not be created. The PRC will then make a determination of the recommendation to the President. The Provost will present this recommendation to the president for his decision. (NOTE: new positions that are part of “Initiative Process” must also go through this process prior to the search proceeding. The endorsement of the B&P Committee should be presented as part of this process.)

For the upgrading of any classified staff or administrative faculty position the following process will be followed:

The Vice President from the area where the new position will be housed will present to the committee the rationale for the upgrading of this position. This must include the duties of the position, the importance of the position to the long-term success of the university and the implication if the position is not upgraded. The vice president must also provide a detailed budget analysis for the new position. Additionally, the vice president will present alternatives should the position not be upgraded. The PRC will then make a determination of the recommendation to the President. The Provost will present this recommendation to the president for his decision. (NOTE: The upgrading of a position in of itself has a process that is guided by the appropriate CBA or policy statement. This process does not alter that process; rather it determines if the assumption of the extra duties creating the upgrade is in fact of importance of the university from a strategic and budgetary perspective.)

For the issuance of a waiver from the search process:

The Vice President from the area requesting the waiver will present to the committee. This presentation must include why a waiver is being sought and the benefits to the university that will be achieved by such a waiver. The presentation must address implications for affirmative action goals and the fairness to all involved. The PRC will then make a determination of the recommendation to the President. The Provost will present this recommendation to the president for his decision.

Reporting Structure: The PRC will present all findings to the President through the Provost. All recommendations and decisions of the President will be reported, for the record, at the first cabinet meeting following the recommendation being delivered to the president. Budget & Planning chairperson will provide a report of the actions of the PRC and the resulting decision of the president as a practice of communication and information (unless this reporting violates the confidentiality of personnel records).

Meetings of the PRC: A meeting of the PRC must include at least 3 of 4 of the vice presidents and must include the director of human resources. To call a meeting, the vice president requesting the meeting will contact the director of human resources. He will be responsible for scheduling the meeting within one week of being contacted. The meeting can include phone conferences and/or other technology. Representatives of vice presidents can only be used in rare occurrences and/or when the meeting was already scheduled and the vice president was unexpectedly not available.