

PROTOCOL for FILLING FACULTY VACANCIES

Procedure

1. When a vacancy is determined to exist, the Dean of the school in consultation with the Chair will determine whether the position should be replaced. The demonstrated future need for the budget line's continuance will be the basis for an **Intent to Fill** document.
2. This written statement should be sent to the VPAA as an **Intent to Fill**. The VPAA will then endorse the Intent to Fill or enter into discussion with the Dean about other alternatives. If the VPAA is unwilling to endorse the Intent to Fill, the position may be subject to strategic attrition in the coming FY following further program review by the Deans Council of the viability of the degree/department.
3. (Candidates from current SDA employer).
4. The President and VPAA will interview the lead candidates to assure the selection of those candidates comm

1. Vacancy. A vacant position for which a letter of resignation exists or for which papers have been filed with Human Resources for retirement indicating a date for full retirement from the university.
2. Attrition. The process of reducing faculty or staff workforce by not replacing a vacant position with a replacement person.
3. Strategic attrition. The decision not to replace a vacant position because of re-structuring of a department or curriculum, or due to closure and teachout of a program.
4. Demonstrated future need. Evidence that the position is required for the successful continuation of an academic degree or department based on:
 - C AU academic standards and/or accreditation requirements for faculty required to offer a degree;
 - C faculty loads of other department faculty;
 - C the fiscal viability of the degree/department as shown by of trends (past 3 years) in;
 - a. headcount enrollment
 - b. credits generated for degree/department compared to targets,
 - c. efficiency (student/faculty ratio) and
 - d. fiscal productivity.

In short, evidence is persuasive that this department is thriving or growing rather than declining in viability.

Approved August 26, 2005
Executive Budget committee