

## Policy

Permanent vacancies (both in FTE and salary) that are created by resignation, retirement, or non-renewal will be centralized. This process covers university staff, non-instructional academic staff (excluding graduate assistants), and tenured track faculty. Employees covered by a collective bargaining agreement are not subject to this policy. Under centralized position management, vacant permanent positions will be centralized in the Assistant Chancellor's for Business and Finance Office Position Pool. Both the FTE and the funding will be held in the Pool.

## Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy.

Request an exception to this policy by writing to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).

## Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

## Procedure

### Tenure track faculty:

- Positions (FTE) will be centralized at the time the vacancy is created.
- Department may be allowed to retain a portion of the funding for the vacated position for the remainder of the budget year.
- Funding for positions that are not authorized to be filled will be moved to the central pool. No funding will be provided for IAS back-fill automatically. A request will need to be made for IAS back-fill funding.
- Non-renewals that are in an appeal process will stay with the department until such time as the appeal is finalized. Based on the decision, the position would either stay with the department or be moved centrally.
- For unpaid leaves of absence, the position and salary stays with the department for a period not to exceed 12 months. Any savings beyond 12 months will go to the central pool.
- Concurrent positions for faculty members temporarily re-assigned will be centralized until the faculty member returns to the concurrent position. Funding for IAS backfill will be provided to the department.

### **Classified and non-instructional academic positions:**

- Requests to fill vacant positions will be reviewed by the Chancellor, Provost, and Assistant Chancellor for Business and Finance at least quarterly.
- Criteria for determining whether a position will be filled may include but is not limited to:
  1. Is the position mandated by federal, state, or UW System requirements?
  2. Does the position support our strategic plan?
  3. Is this position directly related to recruiting and/or retention?
  4. Could the position be outsourced?
  5. Could the position be filled using students?
  6. Could the position be filled at less than full time?
- Salary and FTE will be removed from the department's permanent budget if a position is not renewed.
- Vacant positions that are not requested to be filled will be moved centrally at the end of the fiscal year.

### **Tracking:**

- Budget will track positions moved in to and out of the pool.
- There will be a workbook for each fiscal year and the starting point will be the budgeted positions in the central pool. This will be maintained by the Budget Office.

### **Contact**

Please direct questions about this policy to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).