Policy
Permanent vacancies funded by general purpose revenue (GPR), both in FTE and salary, that are created by resignation, retirement, or non-renewal will be reviewed prior to filling. This process covers university staff, non-instructional academic staff (excluding graduate assistants), and tenured track faculty. Positions covered by a collective bargaining agreement are not subject to this policy. Under centralized position management, vacant permanent positions may be centralized in the Vice Chancellor’s for Business and Finance Office Position Pool. If centralized, both the FTE and the funding will be held in the Pool.

Effective January 1, 2019, tenure track faculty positions will be centralized in a pool separate from other vacancies.

The university GPR budget is dependent on state support, tuition, and enrollment. The university may also require internal funds needed for pay plan, compensation adjustments, and other priorities, which may require funds to be redirected from the central pool. The Chancellor, in consultation with the Provost and Vice Chancellor for Business and Finance, will make this determination prior to the budget process.

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

The Vice Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy, 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.
- Tenure track faculty positions will be held in a pool separate from other vacancies.
- Department may be allowed to retain a portion of the funding for the vacated position for the remainder of the budget year.
• The Provost may authorize positions to be filled if the Dean of the College has provided sufficient justification to fill the position. Justification to fill the position may include demonstrated need for courses for majors, minors, supporting courses, and general education, and accreditation requirements. The difference between the estimated starting salary and the current salary of the position at the time of the vacancy will be moved to the central pool for tenure track faculty.

• 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 and resignations of a faculty position in the first three years may be requested to be filled separate from the central pool process. The Chancellor will make the final decision after consultation with the Provost. Non-renewals that are in an appeal process will stay with the department until 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 may stay 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 may be provided to the department.

• The budget office will track positions moved into and out of the Tenure Track Faculty Pool.

Annual budget process for tenure track positions (dependent on available funding):

1. Requests for new GPR-funded tenure track positions may come from academic departments once per year in the fall by completing the Budget Request for Funding form (located on the UWRF budget website) and submitting it to their Dean’s Office.

2. The Academic Deans prioritize the requests for their College and present their recommendations to the Provost.

3. The Provost and Academic Deans will make recommendations to the Chancellor.

4. It is the intent that tenure track positions moved to the centralized pool be used to fill tenure track positions. However, the Provost and the Academic Deans have the authority to recommend using tenure track positions in the centralized pool for other requests that they believe are a higher priority for campus.

5. Tenure track positions moved to the centralized pool typically create both base funding and one-time funding opportunities. The only two uses of one-time funding from centralized tenure track positions that may be allocated during this process is IAS backfill associated with approved tenure track positions during a search period and S&E associated with approved tenure track positions. For example, during the Spring round of year one, the tenure track position is approved for search in year two and fill in year three. IAS backfill may be approved for year two. Any remaining one-time funding will be moved to the other pool process.

6. The Chancellor will make final budgetary decisions and communicate the decisions to campus.

**University and non-instructional academic positions:**

• Requests to fill vacant positions will be reviewed by the Chancellor, Provost, Vice Chancellor for Business and Finance, and Assistant Chancellor for Student Success.

• 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 and moved to the central pool labeled “Campus Pool”.
- Non-renewals of a university or academic position may be requested to be filled separate from the central pool process. The Chancellor will make the final decision after consultation with the Division Director. Non-renewals that are in an appeal process will stay with the department until 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 may stay with the department for a period not to exceed 12 months. Any savings beyond 12 months will go to the central pool.
- 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 both pools.
- There will be a workbook for each fiscal year and the starting point will be the budgeted positions in both centralized pools. This will be maintained by the Budget Office.

**Annual budget process for “Campus Pool” (dependent on available funding)**

1. Campus may submit requests for general purpose funding using the Annual Budget Request for Funding form (located on the UWRF budget website) once per year in the fall.
2. The process for submission is also outlined in the Annual Budget Process for Campus Pool flowchart located on the UWRF budget website.
   a. Colleges: Department Chairs gather requests and present requests to the Academic Dean of the College; and Deans prioritize requests for the College and present requests to the Provost.
   b. Academic Affairs Units: program directors gather requests, prioritize, and present requests to the Provost.
   c. Non-Academic Units (Chancellor and Business and Finance Divisions): directors gather requests, prioritize, and present requests to the Chancellor or Vice Chancellor for Business and Finance.
   d. Governance groups: Faculty Senate sends requests to Provost. The Academic Staff Senate and University Staff Senate send requests to Chancellor.
   e. University-wide Strategic Initiatives: proposals are sent to the Strategic Plan and Progress Committee (see UWRF website).
3. A copy of all requests (except for strategic initiatives) is sent to the Vice Chancellor for Business and Finance, who will ensure a copy is saved to the T: drive for access by campus.
4. The Budget Review and Recommendation Committee will review requests in a meeting open to campus. The recommending members of the Committee will make recommendations to the Chancellor. The recommending members will be the Provost, Assistant Chancellor for...
Advancement, Vice Chancellor for Business and Finance, Assistant Chancellor for Student Success, and the Executive Assistant to the Chancellor. The Chancellor and shared governance leaders are ex-officio, non-recommending members of the committee.

5. The Chancellor will make final budgetary decisions and communicate the decisions to campus.

**Contact**
To direct questions about this policy, mail to: administrative-policy@uwrf.edu.