



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

— **TEMPORARY PROCEDURE** —

<b>Title: Process For Reviewing Vacancies</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy 6.00</b>
<b>Date Approved: 01/15/02</b>	<b>Division: Administration and Finance</b>

**DEFINITION:**

- A vacancy is a regularly established position from which a full-time, regular employee has resigned, been terminated or retired.
- A vacancy may be a new position, requested and approved for the current fiscal year, which has not been filled.
- A vacancy is a budgeted, “regular” part-time position from which an employee has resigned.
- Adjunct instructors, temporary employees and student employees are not included in this process.

**PROCESS:**

- An employee notifies the department supervisor that they are resigning or retiring or the supervisor notifies an employee that their employment at the College has ended.
- The immediate supervisor advises the vice president supervising the department or division of the vacancy.
- The vice president and the supervisor review the departmental needs to determine if the position should be filled, modified, transferred to another department under the administration of the vice president, or eliminated.
  - If the vice president determines that the replacement of the position is the highest priority for his/her division, a Request to Fill a Vacancy form is completed and sent to the Human Resources Office. That form should be signed by the department supervisor and endorsed by the vice president. The signed and endorsed form is sent to the Human Resources Office for further processing. The supervisor must attach a justification statement to the Request describing the reasons that the position is “mission critical” and also describing the alternatives that were considered in the review.
  - If the vice president wishes to transfer the vacant position to another department in their division, the vice president completes the Request to Fill a Vacancy and shows and describes the proposed transfer on that form. The form should be sent to the Human Resources Office for further processing. The vice president must attach a justification statement to the Request describing the reasons that the position transfer is “mission critical” and also describing the alternatives that were considered in the review.
  - If the vice president determines that the position should remain vacant, a memo should be sent to the President with that recommendation and copies of the memorandum sent to the Human Resources Office and the Comptroller.

- The Chief Fiscal Officer will review the recommendations with the President on a weekly basis.
  - The President has the option of accepting the recommendation of the supervisor and vice president or discussing the recommendation with the President's Staff.
  - Where the President determines that a position is mission critical, approval will be given to proceed with advertisement of the vacancy.
  - The President may refer the request to the President's Staff for discussion and a recommendation. The President's Staff may recommend hiring a new employee to fill the position, allowing the position to remain vacant for a specific time, transferring the position in accordance with the request of the Vice President, transferring the position to another division of the College, or eliminating the position.
  - The President will consider the recommendation of the Staff in making the final decision on the request.
- Once the Request to Fill A Vacancy is approved, the regular process for advertising and screening applicants is followed.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date