**Kent State University**

Attachment 1

**Request Form to Fill a Vacancy Following UESP Departure**

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| An objective of the University Employee Separation Plan (UESP) is to optimize personnel costs in order to achieve the university’s effectiveness and efficiency targets. A detailed business case must be prepared by the department requesting to fill a vacancy created, including industry benchmarking, service level metrics, evidence of business process enhancements to drive customer service, as well as alignment with Strategic Roadmap priorities.  |

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| **Required attachments that MUST accompany this form:*** Department Current Organization Chart
* Proposed Organization Chart
* Industry and Peer Staffing Benchmarks for this Function
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**Former Employee Information**

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| Name:      | Title:      | Position Number:      |
| Campus:      | Department:      | Date of Separation:      |
| College:      |  |
| Salary at Separation:      | Position Type (classified or unclassified):      |

**Please provide the following information and details regarding your request to fill a vacancy initiated as a result of the UESP**

**Replacement Position** [ ]  **Repurposed/New Position** [ ]

1. Is this position strategic and critical to the university mission? [ ]  Yes [ ]  No

* Please explain how the position aligns with the university’s Strategic Roadmap initiatives
* Provide your business justification and need to rehire this position

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2. Can an interim appointment fill this need/role? [ ]  Yes [ ]  No

* If yes, please explain the length of interim assignment
* If no, please explain why this position would not be eligible as an interim assignment

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3. Can the work be distributed to others in related positions, rather than proposing a new hire? [ ]  Yes [ ]  No

* If yes, please identify positions to which duties would be assigned
* If no, please provide rationale below (i.e., needs specific skill set, etc.)
* **Attach the required department current and proposed organization chart**

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4. Will there be a shared services opportunity? [ ]  Yes [ ]  No

* If yes, please identify opportunities across all aspects of the university system
* If no, please explain why this position would not provide an opportunity for shared services

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5. Will there be any business process-reengineering or enhancement opportunities? [ ]  Yes [ ]  No

* If yes, please identify specific opportunities
* If no, please explain why this position will not provide opportunities for transformation of business processes through technology and/or automation

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6. If the position is not filled, itemize below the job duties that will be eliminated.

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7. What are the short-term and long-term consequences if this position is not filled?

* **Provide required industry and peer staffing** **benchmarking data and metrics associated with the position**

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8. Provide additional justification for the committee to consider in making their decision for this request.

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**Completed by:**

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Name, Title, and telephone extension Date

**Dean/Department Head:**

[ ]  Hire recommended [ ]  Hire not recommended

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Name, Title, and telephone extension Date

**Vice President for Division Review:**

[ ]  Hire recommended [ ]  Hire not recommended

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Name, Title, and telephone extension Date

***After signed, please send to Vice President for Human Resources***

**Strategic Hiring Committee:**

[ ]  Hire approved [ ]  Hire not approved

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Mark M. Polatajko, Ph.D., CPA, Senior Vice President for Finance and Administration Date