**Kent State University**

**RCM Units and Regional Campuses - Division of Academic Affairs**

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

|  |
| --- |
| RCM units and regional campuses in the Division of Academic Affairs will utilize this form for filling and tracking position vacancies resulting from the University Employee Separation Plan (UESP) departures. **This form must be completed for all UESP position replacements and provided to Academic Budget and Resource Management (ABRM) in the Office of the Provost.** * It is expected that colleges and campuses will carefully consider all vacancies in evaluating overall hiring needs.
* Replaced positions must align with university strategic priorities and initiatives.
* *Strategic hiring plans, collaborative replacements and shared hires are encouraged as cost-saving methods.*
* It is understood that RCM units/regional campuses are responsible for funding their respective UESP separation plan costs.
* Colleges and units will develop a payback schedule for UESP costs and provide to ABRM.
* All units are restricted to a **maximum of 70%** of UESP salary savings to fund replacement positions.
* Employees taking the separation plan cannot be rehired at Kent State University.
* Colleges/units will work with ABRM for tracking UESP departures, replacements, salary savings, payback status and reporting out.

For additional information, visit [University Employee Separation](http://www.kent.edu/hr/university-employee-separation-plan-streaming-webinar).  |

**Former Employee/Position Information**

|  |  |  |
| --- | --- | --- |
| Name:      | Title:      | Position Number:      |
| Campus:      | Department:      | Date of Separation:      |
| College:      | Position Type (classified, unclassified): |
|  | Salary at Separation: $      |
| Date of Request:       | Position Budget: $       |

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

**Replacement Position (same title)** [ ]  **Repurposed/New Position (new title)** [ ]

|  |  |  |
| --- | --- | --- |
| Proposed Title:      | Position Number:      | Proposed Salary: $      |
| Proposed Hire Date:      | Position Type (classified, unclassified, faculty):      |
| Rationale:       |

**Basis for Rationale (select all that apply)**

[ ]  Position is considered critical to meeting enrollment and retention goals (e.g., academic advisor, recruiter).

[ ]  Position is needed to meet the university’s [strategic roadmap](http://strategicroadmap.kent.edu/assets/downloads/strategic-roadmap.pdf) initiatives in the following areas:

[ ]  Students First [ ]  Regional Impact

[ ]  Distinctive KSU [ ]  Organizational Stewardship

[ ]  Global Competitiveness

**Describe how salary savings will be used:**

|  |
| --- |
|  |

**Provide additional information or justification (if applicable):**

|  |
| --- |
|  |

**Consequences of not filling the position:**

|  |
| --- |
|  |

**REQUESTED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, and telephone extension Date

**APPROVALS:**

**Chair, Director or Department Head:**

[ ]  Hire recommended [ ]  Hire not recommended

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, and telephone extension Date

**Dean:**

[ ]  Hire approved [ ]  Hire not approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, and telephone extension Date

**Vice President for Kent State System Integration (Regional Campuses)**

[ ]  Hire approved [ ]  Hire not approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

**Provost and Senior Vice President for Academic Affairs**

[ ]  Hire approved [ ]  Hire not approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date